



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
2000 OPELOUSAS AVE  
NEW ORLEANS, LA 70114-1500

ForO 4000.2A  
G-4  
8 Jan 2014

FORCE ORDER 4000.2A

From: Commander  
To: Distribution List

Subj: MARINE FORCES RESERVE (MARFORRES) ANNUAL TRAINING (AT) LOGISTICS  
STANDING OPERATING PROCEDURES (SOP) (SHORT TITLE: AT LOG SOP)

Ref: (a) MCWP 5-1  
(b) MSTP Pamphlet 5-0.2  
(c) ForO 3502.1  
(d) Defense Transportation Regulations (DTR) 4500.9R, Parts I-VII  
(e) MCRP 4-11.8A  
(f) MCO P10110.14M  
(g) MCO P10110.42B  
(h) ForO P10110.1A  
(i) ForO P8010.1  
(j) MCO 5530.14A  
(k) MCO P4400.150E  
(l) MCO 8025.1E  
(m) MCRP 4-11.3G  
(n) COMMARFORRES G4(UC) 261554Z Jul 13  
(o) GCSS-MC Procedural Notice 2-11: Management of Equipment Temporary Loans  
(p) GCSS-MC Job Aid 101\_04\_01\_03\_01\_01: Assigning Equipment to a Sub-Custody Officer  
(q) GCSS-MC Job Aid 101\_04\_01\_03\_01\_02: Returning of Temp Loan Items  
(r) ForO P4600.2C  
(s) ForO P6000.1B  
(t) MCO P4600.14  
(u) MCWP 4-1  
(v) MCWP 3-40.1

Encl: (1) Logistics Standing Operating Procedures (LOG SOP)

1. Situation. MARFORRES units collectively participate in approximately 200 AT events every year. Each of these events require varying degrees of logistics support. While not all inclusive, this SOP addresses most of the common requirements for which unit logistics planners will have to prepare. This Order is written with a battalion-level AT exercise in mind; however, the guidance contained herein applies to events of all sizes and scope.

2. Cancellation. ForO P4000.2.

3. Mission. Commanding Officers will ensure this Order is employed by their staffs in the planning, management, and execution of AT events.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that Selected Marine Corps Reserve (SMCR) personnel are successfully trained; that MARFORRES units effectively and efficiently manage limited resources during the detailed planning, execution, and close out phases of AT events; and that MARFORRES leadership remains cognizant of the most economical means to perform required training.

(2) Concept of Operations. All MARFORRES unit planners will follow the procedures set forth in the enclosure during the life-cycle of AT planning and execution.

5. Administration and Logistics

a. Administration. The enclosed planning milestones (APPENDIX A) and Logistics Checklist for AT (APPENDIX B) provides a complete listing of all required reports as well as the timeframe that they are to be submitted, in which some are identified as critical timelines.

(1) A timeline is determined to be critical if failure to meet that timeline would require MARFORRES to incur excess costs, break Headquarters Marine Corps or external agencies coordination timelines, or put MARFORRES in an unfavorable position throughout the Marine Corps.

(2) This will result in MARFORRES G-4 delivering a Notice of Non-compliance (APPENDIX C) to the MARFORRES Chief of Staff for routing to the offending Major Subordinate Command (MSC).

(3) A list of acronyms (APPENDIX D) is provided to assist with the proper use of associated terms.

(4) Recommendations concerning the content of this Order are invited. Submit recommendations via the chain of command to: Commander, Marine Forces Reserve, ATTN: G-4 Operations, 2000 Opelousas Ave, New Orleans, Louisiana 70114-1500.

b. Logistics. See enclosure (1).

6. Command and Signal

a. Command. This Order is applicable to Marine Forces Reserve.

b. Signal. This Order is effective the date signed.

  
G. T. HABEL  
Executive Director

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

LOCATOR SHEET

Subj: LOGISTICS STANDING OPERATING PROCEDURES (SOP) (SHORT TITLE: LOG SOP)

Location: \_\_\_\_\_  
(Indicate the location of the copy(ies) of this order.)

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

## TABLE OF CONTENTS

<b><u>IDENTIFICATION</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<b>Chapter 1</b>	<b>INTRODUCTION.....</b>	<b>1-1</b>
1.	Policy.....	1-1
2.	Scope.....	1-1
3.	Responsibilities.....	1-1
<b>Chapter 2</b>	<b>EVENT PLANNING LIFECYCLES.....</b>	<b>2-1</b>
1.	Introduction.....	2-1
2.	Forces Synchronization Conference.....	2-1
3.	Concept Development Conference.....	2-1
4.	Initial Planning Conference.....	2-1
5.	Mid Planning Conference.....	2-3
6.	Final Planning Conference.....	2-5
7.	AD HOC Conferences.....	2-6
<b>Chapter 3</b>	<b>FISCAL GUIDANCE.....</b>	<b>3-1</b>
1.	Introduction.....	3-1
2.	Background.....	3-1
3.	Teep Spending Authority.....	3-3
4.	Fiscal Close-Out.....	3-3
<b>Chapter 4</b>	<b>FOOD SERVICE (CLASS I) GUIDANCE.....</b>	<b>4-1</b>
1.	Introduction.....	4-1
2.	Rations.....	4-1
3.	Rations Requisition Guidelines.....	4-2
4.	Contracted Feeding.....	4-2
5.	Dining Facility Requests.....	4-3
6.	Water.....	4-3
<b>Chapter 5</b>	<b>AMMUNITION (CLASS V) GUIDANCE.....</b>	<b>5-1</b>
1.	Introduction.....	5-1
2.	Requisitioning Ammunition.....	5-1
3.	Delegation of Authority.....	5-2
4.	Ammunition Procedures.....	5-2
5.	Ammunition Reporting.....	5-2
<b>Chapter 6</b>	<b>UNIT DEPLOYMENT LIST (CLASS VII) GUIDANCE...</b>	<b>6-1</b>
1.	Introduction.....	6-1
2.	Levels of Detail.....	6-1
3.	Keys to UDL Development.....	6-1
4.	Equipment Sourcing.....	6-2
5.	Equipment Preparation.....	6-3
6.	Responsible Officer.....	6-3

## TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 7</b>	<b>MEDICAL (CLASS VIII) GUIDANCE.....</b>	<b>7-1</b>
1.	Introduction.....	7-1
2.	Medical Care During the Exercises.....	7-1
3.	Medical Consumables.....	7-1
4.	Training.....	7-2
5.	Procedures for Malaria Risk Areas.....	7-2
<b>Chapter 8</b>	<b>MAINTENANCE (CLASS IX) GUIDANCE.....</b>	<b>8-1</b>
1.	Introduction.....	8-1
2.	Requesting Repair Parts Blocks.....	8-1
3.	Requesting Force/Activity Designator (F/AD) Upgrade.....	8-1
4.	Post-Exercise Maintenance Funding.....	8-2
<b>Chapter 9</b>	<b>TRANSPORTATION GUIDANCE .....</b>	<b>9-1</b>
1.	Introduction.....	9-1
2.	Strategic Lift.....	9-1
3.	Passenger Transportation.....	9-1
4.	Transportation of Things (TOT).....	9-4
Figure 9-1	Transportation Guidance Message.....	9-5
Figure 9-2	TOP Under-Utilization Report Example.....	9-8
<b>Chapter 10</b>	<b>ANNUAL TRAINING EXECUTION.....</b>	<b>10-1</b>
1.	Introduction.....	10-1
2.	Advance Party Actions.....	10-1
3.	Logistics During the Exercise.....	10-2
4.	Rear Party Actions.....	10-3
<b>APPENDIX A</b>	<b>PLANNING MILESTONES.....</b>	<b>A-1</b>
<b>APPENDIX B</b>	<b>LOGISTICS CHECKLIST FOR ANNUAL TRAINING....</b>	<b>B-1</b>
<b>APPENDIX C</b>	<b>SAMPLE NOTIFICATION OF NON COMPLIANCE.....</b>	<b>C-1</b>
<b>APPENDIX D</b>	<b>ACRONYMS.....</b>	<b>D-1</b>

## Chapter 1

### Introduction

1. Policy. This SOP provides a disciplined approach to AT logistical planning. All reserve ATs follow a similar pattern commencing with the MARFORRES Training Exercise and Employment Plan (TEEP), planning conferences, advance party operations, the conduct of the exercise itself, and culminating with post exercise closeout. MARFORRES exercise planning has traditionally followed a planning lifecycle consisting of a series of three conferences where participants meet to discuss and resolve issues (initial, main, and final planning conferences). There is not a standard rule on the timing of these conferences or even having the planning conferences in three increments. What is important is the adherence to a timely flow of issues in a logical sequence.

2. Scope. It is essential that ground logistics be conducted at minimal cost to preserve optimal training opportunities for all MARFORRES units. In support of this effort, liaison between subordinate units and all concerned agencies in the planning and execution of AT exercises will comply with the chain of command. MARFORRES G-4, in coordination with the Major Subordinate Commands (MSCs), will provide assistance and guidance to all MARFORRES units. Requests for assistance must consider proper staffing and military protocol. In addition to supporting logistical planning, this SOP assists logistics planners in outlining the relationship of their planning to MARFORRES support and the subsequent linkage to the operation.

### 3. Responsibilities

#### a. Assistant Chief of Staff (AC/S), G-3, MARFORRES

- (1) Host the annual MARFORRES Force Synchronization Conference.
- (2) Publish, operate, and maintain the MARFORRES TEEP.
- (3) Publish initiating directives for Force level exercises.
- (4) Publish lists for Force level exercises.
- (5) Validate equipment density lists (EDL) for Force level exercises.
- (6) Validate requests for exercise equipment that is in excess of the unit's Table of Equipment (T/E).
- (7) Synchronize planning efforts across MARFORRES staff sections and MSCs in support of force exercises.

#### b. Assistant Chief of Staff (AC/S), G-4, MARFORRES

- (1) Provide equipment sourcing solutions in support of MARFORRES exercises.
- (2) Function as senior agency in coordinating logistics issues across the Force.
- (3) Publish and maintain the AT LOG SOP.
- (4) Provide specific policy and procedural guidance for:

- (a) Equipment custody and Limited Technical Inspections (LTI).
- (b) Maintenance management.
- (c) Class I subsistence support.
- (d) Class V (W) ammunition support.
- (e) Bill of Materials (BOM).
- (f) Contract services.
- (g) Unit Deployment List (UDL) data submission for building the Time Phased Force Deployment Data (TPFDD).
- (h) Transportation of Personnel (TOP) and Transportation of Things (TOT).
- (i) Individual Issue Facility (IIF) and Unit Issue Facility (UIF) equipment requests, as required, based on the AT regional command requirements.
- (j) Class VIII Medical Supplies support.
- (k) Post Exercise-Maintenance.
- (l) Secondary repairable (SECREP) and Class IX Repair Parts support.

c. Assistant Chief of Staff (AC/S), G-6, MARFORRES

- (1) Advise and assist the G-3 in validating communication equipment requirements.
- (2) Advise and assist the G-4 in identifying sourcing solutions for communications equipment.

d. Assistant Chief of Staff (AC/S), Comptroller, MARFORRES

- (1) Provide guidance on the annual spending plan to the Force.
- (2) Support the allocation of funds to the separate MSCs in support of the annual spending plan.

e. Commanding General, Major Subordinate Commands (MSCs)

- (1) Identify and process requirements per this SOP.
- (2) Provide units staffed, equipped, and trained to perform exercise logistics.
- (3) Provide equipment sourcing solutions for Major Subordinate Elements (MSE) equipment shortfalls in support of (ISO) AT exercises.
- (4) Ensure the implementation of logistical guidance as outlined in this SOP.



f. Organization Scheduling the Event. The combatant command that sponsors, schedules, and provides validated funding for the joint training events is known as the Organization Scheduling the Event (OSE).

(1) Ensure a thorough and accurate Operations Order or Letter of Instruction (LOI) is developed and published.

(2) Coordinate the submission of TPFDD information from participating units.

g. Organization Conducting the Event. The Organization Conducting the Event (OCE) will develop, manage, and execute an exercise.

(1) Ensure a doctrinally sound Combat Service Support (CSS) concept of operations is developed.

(2) Function as senior headquarters for coordination and delivery of CSS.

(3) Identify and process requirements per this SOP.

(4) Provide units staffed, equipped and trained to perform the CSS concept of operations.

(5) Ensure the implementation of logistical guidance as outlined in this SOP.

(6) Be prepared to support the movement and organization of exercise personnel and equipment. This includes required ground security functions for exercise force equipment staging areas.

(7) Identify the logistics requirements for external unit support to the MARFORRES G-4 Operations section.

(8) Adhere to logistics guidance as provided by the OSE.

## Chapter 2

Event Planning Lifecycles

1. Introduction. Most Annual Training events follow a similar planning lifecycle. The lifecycle is represented by a series of planning conferences and ends with the after action review and the maintenance actions required to return units to an acceptable readiness level. This chapter will focus on planning conferences leading up to execution.

2. Force Synchronization Conference. The MARFORRES Force Synchronization Conference is held annually to determine unit assignments for exercise and operational requirements. At this conference units commit personnel, funds, and equipment to exercises. The planning done at this conference establishes the framework for that year's TEEP and is the launching point for all other annual training planning.

3. Concept Development Conference. For major exercises, the first major event in exercise development and planning is the Concept Development Conference (CDC). During this conference the higher headquarters planners determine the mission essential tasks (MET), task organization, and force list for the exercise. The output of the CDC is the Initiating Directive. This document officially establishes command relationships and the framework for the exercise. For smaller exercises and other AT events, the planners may forego the CDC and begin with the Initial Planning Conference (IPC).

4. Initial Planning Conference. The IPC generally takes place approximately 240 days before the start of the event. The IPC is typically an Operations focused planning conference. This is the first opportunity for Operations planners to come together and develop a concept of operations based on the assigned METs and task organization.

a. Logistician's Role. The logistician's role in the IPC is as follows:

(1) Provide inputs for operations planning.

(2) Submit requests for information (RFI) that will support logistics planning.

(3) Develop the logistics Plan of Actions and Milestones (POA&M) for the planning phase of the AT. The POA&M will serve as the guide for logistics planning throughout the process.

(4) Determine the OCE Logistics organization and staffing as well as identify key logistics planners from all higher and subordinate elements. A point of contact list should be established, to include name, rank, billet, unit, telephone numbers, and email address.

(5) Define responsibilities for the planning and execution of the logistics support plan.

b. Products of Initial Planning. Whether or not participants are physically brought together for initial planning, the logistics planner should begin planning by ensuring units deliver the following products at least 190 days prior to the commencement of the exercise:

(1) Table of Organization. During the annual MARFORRES Force Synchronization Conference, the MARFORRES G-3, with input from the MSCs, will

assign forces to major exercises. This process establishes the initial TEEP for the fiscal year. Like all initial planning, these assignments are subject to change as commanders' commitments change. The approved TEEP provides a listing of participating units with proposed numbers of personnel. At the conclusion of the IPC, operations planners should validate the list of participating units and produce an exercise Table of Organization (T/O).

(2) Milestones. Milestones should be developed and published before the end of the IPC. These milestones include detailing of submission, identification, consolidation, approval for requirements, deployment dates of advance party, main body, and rear party, etc. Each milestone requiring action should be assigned to an individual Marine or section. Actions requiring completion by the Mid Planning Conference (MPC) should be clearly identified. See APPENDIX A for a listing of MARFORRES logistics milestones.

(3) Fiscal Ceilings. Establish exercise-funding ceilings.

(4) Concept of Logistics Support. Planners should talk through each function of logistics and class of supply and begin outlining a concept of logistics support. This will generate RFIs to other staff sections/external agencies and serve as a framework for the development of the logistics LOI.

(5) Marine Air Ground Task Force (MAGTF) Logistics Support Systems (MLS2). Early in the planning process consideration should be given to what logistics services and applications will be employed during the exercise such as: Combat Logistics Command and Control System (CLC2S), Transportation Capacity Planning Tool (TCPT), Battle Command Support and Sustainment System (BCS3), and Global Combat Support System-Marine Corps (GCSS-MC). A plan of action should be developed that covers considerations for system training, hierarchy, available assets, and coordination with the unit G-6/S-6 to ensure the unit network architecture has the capability/capacity to support these systems. The MARFORRES G-4 Expeditionary Logistics Liaison Officer can provide guidance and assistance for all MLS2 systems. Also, units should identify required services (Radio Nets, DSN, Data-Web Access, S-Voice, etc.) and networks (NIPR/SIPR/Coalition Networks/etc.) that will be required.

(6) Draft Logistics Letters of Agreement (LOA). Responsibilities for completion of required LOAs should be clearly delineated.

c. Logistics LOA. The Logistics LOA provides a written understanding between the host installation and the MARFORRES units on issues essential for the planning, development, and operations of an AT exercise. LOAs may be used in order to coordinate support with the RSUs.

(1) LOA Requirements

(a) Include training plans and schedules.

(b) Discuss training, logistics, and personnel support to be provided.

1. Resources to be provided by the unit.

2. Active component assets not organic to designated host tenant units.

3. Marine Corps host installations support required.

4. Table of Organization and Equipment (TO&E) shortfalls.

5. Identify line of accounting and fiscal responsibilities.

(c) Specify procedures for administering, supervising, and terminating active and reserve personnel and equipment augmentation to include, but not limited to, RSU involvement.

(d) Discuss provisions for joint LTIs prior to issue and upon return of augmentation equipment.

(e) Outline funding responsibilities and procedures for support of AT.

(f) Include signature page for the host unit, RSU, and MARFORRES unit.

(2) Procedures for Host Facility Support. RSUs can identify the procedures required to ensure host facility support during the AT. Specific host actions are not directive in nature. Host support must be determined and mutually agreed upon in advance and formalized by the LOA.

(3) Temporary Loan of Equipment. Equipment augmentation agreements made in LOAs are not binding upon host units until a formal tasking is received from COMMARFORCOM via naval message through the chain of command. MARFORRES units requiring equipment augmentation will identify augmentation requirements to MARFORRES G-4 via naval message no later than (NLT) 60 days prior to the date the equipment is required. Principle End Items (PEI) such as tanks and Amphibious Assault Vehicles require notification at least 90 days prior to the exercise. MARFORRES G-4 will formally request equipment augmentation from COMMARFORCOM.

5. Mid Planning Conference. The MPC generally takes place approximately 180 days before the start of the event. The MPC is the most critical planning conference for logistics planners. This is where the OCE staff meets face-to-face with the participating units' staff. All planning considerations detailed in the IPC section still apply, but the logistics planner should now focus on the development and refinement of the products assigned as milestones during the IPC or other initial planning. All major issues that went unresolved at the IPC, as well as new issues, should be resolved at the MPC.

a. Products of the MPC. At the conclusion of the MPC there should be:

- (1) Final Force List.
- (2) Defined goals and objectives (down to MSE level).
- (3) UDLs/Bill of Material (BOMs)/contract service requirements.
- (4) List of external unit support requirements.
- (5) Equipment sourcing plan.
- (6) Camp layout with unit areas assigned.

(7) Milestones, with assigned responsibilities are to be accomplished by the Final Planning Conference (FPC). These should include advance party requirements, such as T/O, UDL validation, billeting, and BOM.

(8) Issue resolution.

(9) Point of contact list.

(10) Maintenance Cycle established and defines supporting and supported relationships.

(11) Define command relationships for attachment/augments (ADCON/OPCON/TACON).

(12) Identify fuel consumption estimates and requirements (by type).

(13) Power Distribution Diagram/Plans drafted.

b. Logistics LOI. The Logistics LOI for an exercise provides written communication from a higher headquarters to convey broad aims and plans or general policy guidance for an operation not suited for promulgation in an operation plan or orders. The Logistics LOI provides the exercise units, host installations, active component units, and supporting units with an overview of logistics for the AT. It should be published as soon as possible in order to share information among participating units. The LOI for an exercise should accomplish the following:

(1) Identify the entire spectrum of logistical issues with regard to their role in the exercise.

(2) Focus on the entire evolution of the exercise from planning to after action report.

(3) Amplify guidance in existing orders.

(4) Topics for inclusion in the LOI are:

(a) Organization.

(b) Responsibilities.

(c) Advance/Rear party operations.

(d) Camp layout/unit locations.

(e) Transportation of equipment and personnel to and from the exercise. (Further instructions provided in Chapter 9)

(f) Equipment accountability and Responsible Officer (RO) assignment.

(g) Equipment and personnel Reception, Staging, Onward movement and Integration (RSO&I) operations.

(h) Security of weapons and classified materials.

(i) Ensure hazardous material transportation, storage, and disposal procedures are within compliance to regulations.

(j) Fiscal management and completion of the exercise fiscal worksheet.

(k) Milestones.

(l) Requirements and funding for all classes of supply.

(m) Operators/licensing.

(n) Exercise retrograde responsibilities.

(o) Post exercise maintenance procedures.

6. Final Planning Conference. The FPC generally takes place approximately 60 days before the start of the event. Focus of the FPC should be on issue resolution. Issues to be resolved at this time are scheduling conflicts, range, advanced party and messing schedules, or conflict involving quota assignment and required individual equipment. The FPC is the last chance for all unit planners to come together to review the Annex D and resolve remaining issues in preparation for a final confirmation brief to the OSE and the publishing of the operations order.

a. Annex D (Logistics) to the Operations Order. The purpose of an Annex D is to provide guidance for logistics support of the operation. The Annex D is also the logistician's final forum to clarify guidance published previously in the LOI or to address any new topics. An Annex D template can be found in reference (a). The following are some topics that should be detailed in the Annex D.

(1) Amplification of policies and procedures.

(2) Assigns responsibilities.

(3) Designates the logistics battle rhythm.

(4) Defines reporting requirements. Report formats should be included as Tabs to the Annex D.

(5) Assign billeting/hygiene/work space (camp layout).

(6) Delineates individual equipment.

(7) Assigns quotas to include:

(a) Camp Commandant

(b) Joint Reception Center

(c) Cooks

(d) Messmen

(e) Hazardous Material Accumulation Area

(f) Road Guards

(g) Range RSO/OIC

(8) Advance Party planning.

(9) Rear Party planning.

(10) Medical Support Plan.

b. Rehearsal of Concept (ROC) Drill. As part of the transition from planning to execution, a ROC Drill should be conducted. Per reference (b), the ROC Drill is a coordination event where participants become familiar with the operation by reciting their key actions to accomplish the mission. This is generally led by the OCE G-3/S-3 and covers the entire exercise. It is particularly important for logistics planners to walkthrough all required actions for the RSO&I of the Exercise Force. An equal amount of effort must be put into rehearsing all retrograde actions.

7. Ad Hoc Conferences. Many of the larger AT events will also require ad hoc planning conferences. The objectives and scheduling of these conferences is at the discretion of the OCE and will depend on the specific circumstances of that AT event. Conferences can be specific to areas such as Force Deployment Planning and Execution (FDP&E), logistics, communications, etc.

## Chapter 3

Fiscal Guidance

1. Introduction. The TEEP is managed with an electronic database that provides visibility of all MARFORRES events occurring in a given fiscal year. The Annual Training funding process (commonly referred to as the TEEP funding process) is managed in the TEEP database. Within the MARFORRES community, the TEEP database is generally referred to as simply the TEEP. The TEEP lists: Participating units (home, city and state); location of the event; event start and ending dates; number of personnel participating; funding categories, with estimated funding amounts; and a TEEP number and event code, assigned by the MARFORRES G-3, allowing the user to locate unit events and generate special reports. The TEEP request number is deciphered as follows:

a. First Character. Denotes AT event sponsor, or the OSE: F, Commander, MARFORRES (COMMARFORRES); D, Commanding General, 4th Marine Division; M, Commanding General, 4th MLG; W, Commanding General, 4th MAW; and G, Commanding General, FHG.

b. Second Character. Denotes last digit of AT event fiscal year.

c. Third Character. Denotes quarter in which AT event occurs.

d. Fourth through Seventh Characters. Number generated by the TEEP database.

e. Example. TEEP number F23-7870 denotes a MARFORRES sponsored exercise that occurs in the third quarter of FY-12.

2. Background. The TEEP process begins with the Force Synchronization Conference hosted by the MARFORRES G-3. During the Force Synchronization Conference, units commit personnel, funds and equipment to exercises. The TEEP is many things to many people: Planning guide, schedule of AT events, exercise budget, etc. For the logistician, it should be viewed as incorporating all of those aspects with focus placed on planning, documentation, and budgeting. The TEEP serves as the mechanism for allotting funds to units participating in exercises. Once the unit has defined their logistics requirements, a TEEP request is submitted to obtain the funds for the required support. A detailed listing of all expense categories can be found in reference (c). Pertinent logistics expense categories are as follows:

a. 1A1A EXSPT - Exercise Support Funds. These funds are used for material and services requirements for MARFORRES approved exercises or individual unit ATs. Material and services include:

(1) Eligible services and materials:

(a) Contract services (port-a-johns, dumpsters, fuel, telephones, etc.)

(b) Contract maintenance support

(c) Pre-expended bin (PEB) requirements

(d) Leased vehicles

(e) Garrison Mobile Equipment (GME)



(f) Post-exercise maintenance

(g) Hazardous material processing

(h) Authorized Medical Allowance List (AMAL)/Authorized Dental Allowance List (ADAL) replenishment/replacement

(i) Bill of Materials (BOM). The BOM is, by definition, only consumable items that are expected to be expended during the course of the AT. Eligible consumables are those not normally associated with routine drill weekends. Units are expected to provide cleaning and administrative supplies from their unit annual budgets. Tools (hammers, drills, brooms, dust pans etc.) and equipment (generators, computers, pressure washers, etc.) are not consumable items. The "Rule of Thumb" for the BOM is: If you can bring it back and set it in your warehouse, or on your desk to use it again, you cannot buy it with exercise support funds. Use local unit funds for those items. Exceptions can be made with the approval of MARFORRES, G-4.

(2) Transferring 1A1A funds:

(a) 1A1A EXSPT funding can be transferred directly to a unit's Budget Execution Activity (BEA) and Budget Execution Sub-activity (BESA). When funding is transferred to the unit's BEA/BESA, it is incumbent on the unit to keep accurate documentation on how this money is utilized. At the conclusion of the exercise, all un-obligated funds will be recouped by MARFORRES. Units will ensure the Special Interest Code (SIC) is placed in the SIC position of the Financial Information Pointer (FIP) when obligating Standard Accounting & Budgeting Reporting System (SABRS) transactions. When obligating GCSS-MC transactions, the unit must contact the MARFORRES Comptroller to establish a Job Order Number (JON) and FIP that contains the SIC. If obligations occurred without proper SIC identification, a BEA must perform a FIP change utilizing Data Element Change (DEC) within SABRS to correctly report obligation.

(b) Work Request (NAVCOMPT 2275) and Military Interdepartmental Purchase Request (DD Form 448). When conducting training at Marine Corps or Naval bases, funds will be passed to the base Comptroller via NAVCOMPT 2275. They will be managed by the RSU, who acts as an agent for MARFORRES. Upon completion of the training, all un-obligated funds will be passed back to MARFORRES. When conducting training at an Army or Air Force installation, funds will be passed to the comptroller of the base via DD Form 448 to be managed by the OCE. The OCE is responsible for tracking all expenditures, and at the conclusion of the exercise all un-obligated funds will be recouped by MARFORRES.

b. 1A1A TOT - Transportation of Things (TOT) funds. These funds are used for transportation of Marine Corps ground support equipment. After execution of the TOT movement, the unit must submit (via email to the organizational email box listed below) a signed copy of the Commercial Bill of Laden (CBL) from the carrier with the cost of transportation and assigned TOT tracking number annotated on the CBL to MARFORRES G-4 DMO via their respective MSC within three days of movement to show actual obligation of TOT funds. These documents should also be maintained on hand at the unit for five years per reference (d). MARFORRES G-4 DMO organizational mailbox is MARFORRESG4TMO@usmc.mil or FAX number is (504) 697-9749.

c. TOT Blue - Transportation of Things (Navy) funds. These funds are used for transportation of Marine Corps aviation and aviation support equipment, maintenance parts, etc.

d. 2731 Large Group Travel. These funds are used for the scheduling of bus movements and commercial air transportation of groups of 21 or more personnel.

3. Teep Spending Authority. For all MAGTF type exercises, the OCE retains cognizance of all centralized EXSPT funding obligations as well as all additional requests for funding from subordinate units.

4. Fiscal Closeout. The AT process ends with the final closeout of all fiscal documentation pertaining to the exercise. The MARFORRES Comptroller will leave funding lines open for post-exercise maintenance 60 days after the conclusion of the exercise. After 60 days, all fiscal documentation will be closed out. However, units must take into consideration that the 60 day window may not be feasible for units conducting 4th quarter ATs, as a result of the Fiscal Year closeout. In these instances, coordination must be made via that unit's MSC TEEP Manager. Accurate fiscal documentation can then be used as a guide for the TEEP during following fiscal years. Although some ATs have no precedent, the majority of ATs have been done before. In order to simplify planning and have the required funding available when needed, the maintenance of historical data is invaluable.

## Chapter 4

Food Service (Class I) Guidance

1. Introduction. References (e) through (h) provide guidance relative to field food service operations, ration distribution operations, and accounting/reporting for Class I.

2. Rations

a. Package Operational Rations (POR). PORs are defined as Meals-Ready-To-Eat (MRE), Unitized Group Rations-A (UGR-A), Unitized Group Rations-B (UGR-B), Unitized Group Rations-E (UGR-E), and Unitized Group Rations - Heat and Serve (UGR-H&S).

(1) Timelines. Requisitions received after the indicated timelines cause significant delays in achieving the Required Delivery Date (RDD). Sourcing through the Defense Logistics Agency (DLA) requires sufficient lead time in order to avoid costs associated with expediting late requests.

(a) 120 days prior to the start of an OCONUS exercise.

(b) 30 days prior to the start of a CONUS exercise or AT.

(c) 30 days prior to the start of the event.

(2) If an OCONUS chow request is submitted after these timelines, then a Notification of Non-Compliance letter will be provided to the MARFORRES Chief of Staff detailing the circumstances of the late submission. This letter will then be signed by the MARFORRES Chief of Staff and endorsed by the requesting units' MSC Chief of Staff. An example is provided in APPENDIX C.

(3) Submission process. All requisitions must be submitted through the chain of command to MARFORRES G-4 Food Service Section. Submitting units must fill out a Feed Plan Request and a Rations Request Form. This request must be filled out in its entirety. These areas include name of item (MRE, UGR) and national stock number (NSN), quantity (cases or modules), the ordering DODAAC, the ship to DODAAC, the ship to address, RDD, and point of contact information to include a phone number. The request forms can be found on the Food Service SharePoint page. For access please contact the MARFORRES G-4 ISC.

b. A-Rations. A-Rations are enhancements defined as bread, milk, cereal, fresh fruits, vegetables, coffee, and Gatorade.

(1) Per reference (h), A-Ration enhancements may be added to MREs, UGR-B, and UGR-H&S to provide a complete meal.

(2) Requirements for A-Ration enhancements must be identified to MARFORRES G-4 Food Service utilizing the same request and following the same timeline as a standard rations request.

(3) Per reference (h) the computation of A-Ration enhancements is 15 percent of the total cost of unitized rations consumed. OCONUS exercises may require additional costs for enhancement items, therefore units are authorized a supplemental allowance not to exceed 25 percent of the unitized rations consumed. However, when MREs are the sole diet for the feed plan, A-Ration enhancements are authorized for the use with

MREs. The computation of enhancements for MREs is 8 percent of the total cost per MREs utilized in that feed plan. The MARFORRES Food Service Office will calculate and submit A-Ration enhancement requests to DLA.

c. Storage procedures. Reference (h) authorizes PORs to be stored at unit sites only for the fiscal quarter of intended consumption. Quantities of on-hand PORs will be minimized with older stocks being consumed first. PORs stored for 91 days or longer must be identified by item, NSN, and quantity to MARFORRES G-4 Food Service along with a consumption plan.

### 3. Rations Requisition Guidelines

a. Menu. References (f) and (h) contain the Exercise Menu that will be utilized to support feeding plans for the MSCs of MARFORRES. Food items will be requisitioned to support UGR-As, UGR-Bs, UGR-Es, or UGR-H&S ration requirements based on MSC feeding plans; therefore changes are not authorized without prior approval.

b. Class I Accountability. References (e), (f), and (h) pertain to Class I accountability and will be adhered to. The transfer or sale of MREs to another service is not authorized without the prior approval of MARFORRES. Copies of all chow receipts DD Form 1348s for PORs and invoices for enhancements) and turn-in documents will be included to substantiate data. A copy of the supporting documents will be sent to the MARFORRES G-4 Food Service Section within 15 days upon conclusion of AT. Reference (h) provides instructions and format for completing the documentation.

c. Authorization for Receiving Class I Items. Commanding Officers of exercise units will appoint in writing those personnel authorized to receipt for Class I items. Ration issue point authorization letters will contain the full name, rank, and sample signature of the individuals who will receipt for Class I items.

d. Accounting for Personnel Fed. The officer, (normally the Mess Officer), who certifies the Meal Verification Record cannot certify the Man-Day Fed Report (Commanding Officer, or personnel authorized to sign "By direction" can sign). Block signatures are authorized for exercises.

e. Sales of Meals. The sale of meals in the field is discouraged. However, there may be situations when cash payment for meals cannot be avoided (i.e., visitors, personnel drawing per diem, etc.). In accordance with reference (f), unit commanders will check military pay accounts of officers upon entering a field duty status. The payroll checkage will commence on the first day of field duty at the current authorized daily meal rate based on availability and not consumption. Enlisted commuted rations will be stopped upon entering field duty status. Funds from the sale of meals will not be combined with funds collected from the sale of PORs.

### 4. Contracted Feeding

a. Contracted Meals. Effective 1 June 2009 meals, meal vouchers, catered meals, or any meals purchased with the Unit Travel Card (UTC) are not to exceed \$12.00 per authorized patron, per meal.

(1) Commanders can request additional funding per reference (h). Proper justification via the chain of command to the MARFORRES Food Service Officer is required. Justification should include why commanders were unable to use available food service support sources such as unit food service Marine and equipment, US Military mess halls, meals shelf stable,

self-heating meals, meals-ready-to-eat, and vendors that provide meals under the \$12.00 per meal price. Per references (f) and (h), food service personnel and equipment should be used as the primary source of meals for all exercises, during weekend drills, and AT. Catered meals should be used as a last resort.

(2) Reference (h), chapter 2, provides guidance on when and who is authorized to receive catered meals. At no time will the UTC be used to pay for room service, alcohol, unauthorized patrons, service fees, or A-Rations.

b. In-Flight Meals. For flights on military aircraft, provision for in-flight meals is the responsibility of the deploying unit.

(1) On Air Mobility Command (AMC) flights and on Special Airlift Assignment Mission (SAAM) flights, under the remarks section of the request form, a specific meal count must be included. In-flight meals will be placed aboard the aircraft and must be paid for by the transported unit. A cash collection must be made at the point of embarkation and will be paid either to the Tanker Airlift Control Element (TALCE) team or directly to the shore activity from which the aircraft receives its servicing. Liaison with the TALCE will disclose detailed information as to whom payment will be made.

(2) On opportune airlift flights, the provision of all in-flight rations is the sole responsibility of the deployed unit. Since opportune airlift missions are scheduled sequentially with other unit's requirements, pre-positioning of in-flight meals and comfort packages are rarely possible. If rations are required, they must be procured and distributed prior to embarkation. Standard box lunch meals or MREs are best suited for these missions.

c. In-Transit Meals. "Meal Stops" en-route when utilizing bus transportation should be arranged for when the unit negotiates for transportation.

5. Dining Facility Requests. Units conducting training on a military installation away from their home site must submit a Military Interdepartmental Purchase Request (MIPR) to utilize the installation dining facility via the MARFORRES G-4 Food Service Office. Requests should be submitted no later than 120 days prior for OCONUS installations and 15 days prior for CONUS installations. The request form can be found on the Food Service SharePoint page.

6. Water. Water and water products (i.e. bottled water and ice) are not classified as subsistence and are not covered under food service. Bottled water and ice are contracted items that are requested in the same manner as other exercise support contracted items.

## Chapter 5

Ammunition (Class V) Guidance

1. Introduction. This chapter provides information relating to the requisitioning, accounting, expenditure reporting, handling, storage, security, transportation, and reporting of Class V (W) ground ammunition materiel. More detailed guidance can be found in reference (i).

2. Requisitioning Ammunition. To ensure required stocks of training ammunition are on-hand at the supporting Ammunition Supply Point (ASP) timely forecasting is required. MARFORRES G-4 executes forecasting of training requirements based on an approved CTS request via the MSC's G-3.

a. A "lock-out" period in the Total Ammunition Management Information System (TAMIS) prevents untimely requirements from being submitted in order to allow ASPs adequate time to plan stockage objectives for units that properly submitted ammunition requirements. These added requirements involve premium-shipping cost to the Service being supported and unnecessary burdens on the Ammunition Depots which support multiple DoD activities.

b. The below are strict timelines to effect on-time forecasts to ASPs. An approved CTS request must be submitted to MARFORRES G-4 Ammunition with enough lead-time to create the authorization and forecast via TAMIS.

## (1) Timelines:

<u>Last Business Day of this</u>	<u>Month Conducting Training</u>
<u>Month to Forecast:</u>	
July	October
August	November
September	December
October	January
November	February
December	March
January	April
February	May
March	June
April	July
May	August
June	September

(2) If an un-forecasted ammunition request is submitted after these timelines, then a Notification of Non-Compliance letter will be provided to the MARFORRES Chief of Staff detailing the circumstances of the late submission. This letter will then be signed by the MARFORRES Chief of Staff and endorsed by the requesting units' MSC Chief of Staff. An example is provided in APPENDIX C.

## c. Integrated Training Exercise (ITX):

(1) Tactical Training Exercise Group (TTECG) will determine the exercise allowance requirements. This allowance will identify the requirements by specific event and will not affect the unit's annual training allowance.

(2) Unit commanders conducting additional training, supplementary to standards established by TTECG for ITX, will use unit annual training allowances to fulfill "white-space" training requirements.

(3) "White-space" training requirements must be submitted to MARFORRES G-4 Ammunition in order to forecast in accordance to timelines above. Once forecasted, a spreadsheet will be provided by MARFORRES G-4 Ammunition to assist in distribution of allowances.

(4) For both exercise and "white-space" training requirements, the OCE must coordinate unit draws with the Central Magazine Area, 29 Palms, CA. Generally, stocks will be receipted and moved to Ammunition Holding Areas (AHA) near the training areas. TTECG can assist in coordinating AHA usage.

3. Delegation of Authority (DOA). Ensure completed and current DOAs are submitted to supporting ASPs. Supporting activities may require a copy of an Assumption of Command letter to verify the commander's assignment to the unit reflected on the DOA. In all cases, an original DOA must be on-hand at time of pickup. Digital signatures are authorized.

#### 4. Ammunition Procedures

a. Accounting Procedures. In all cases, ammunition inventory and accountability accuracy is an absolute must. When records do not match allowances on hand, an investigation must be conducted to determine the cause. If ammunition has been determined to be missing, lost, stolen or recovered, a report may be required in accordance with reference (j).

b. Redeployment Procedures. All ammunition boxes, packing material, bandoleers, brass, residue, etc., must be turned into the local Defense Reutilization Management Office (DRMO) upon completion of the training exercise. Follow the local redeployment procedures for the base where the training ammunition is drawn from.

c. Handling, Security, Storage, Safety, and Transportation. The OCE must ensure all personnel involved with the handling, security, storage, safety, and transportation of ammunition have been screened in accordance with reference (k) and understand the policies and procedures outlined in references (j) and (l).

#### 5. Ammunition Reporting

a. Expenditure reporting. The Class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of Class V(W) assets. This form will be completed at the range by the OIC and the ammunition technician/handler, to include signatures of both parties, prior to any ammunition leaving the range for transport to the supporting ammunition storage activity.

(1) Expenditure reports will be verified against TAMIS transactions upon completion of any turn-in to an ASP. Reconciliation, verifying the type, quantity, and serial numbers (if applicable) in TAMIS is required within 10 business days of completion.

(2) Expenditure Reports of serialized items (missiles/rockets) must include the serial numbers in the expenditure report. In some cases, units may not use TAMIS to draw from the supporting ASP. These instances are rare and will require Expenditure Report of serialized assets via naval message. See reference (k).

b. Ammunition Malfunction/Defect Reports. These will be submitted by naval message within 96 hours of a malfunction/defect in accordance with reference (l). In accordance with reference (l), a Class A, B, or C

malfunction requires immediate reporting of the initial incident. The MARFORRES G-4 Ammo Section will be contacted to coordinate the AMHS message release. All responsible personnel will carry a NAVMC 10155 Ammunition Malfunction Data Collection Card at all times during live fire exercises. The information on this card will assist the unit in gathering the correct information on the scene needed to prepare the malfunction message.



## Chapter 6

Unit Deployment List (Class VII) Guidance

1. Introduction. The Unit Deployment List (UDL) serves as a tool for a specific mission or task organization. The following information is provided to assist units in developing their UDLs in support of an AT.

2. Levels of Detail. Per reference (m), for the purposes of embarkation, cargo is described at five distinct levels of detail. Each level builds on the previous level. For unit logistics planners, levels IV and VI are the most commonly used levels of detail.

a. Level I (Aggregated level) - Expressed as the total number of passengers and total short tons.

b. Level II (Summary level) - Expressed as the total number of passengers and short tons by unit line number (ULN).

c. Level III (Detail by cargo category) - Expressed as the total number of passengers and short tons by ULN or cargo category code.

d. Level IV (Dimensional data) - Expressed as the total number of passengers and the individual dimensional data of cargo by equipment type by ULN.

e. Level V (Priority of shipment) - Expressed as total number of passengers, with weight (in pounds), by Service specialty code in deployment sequence by ULN, and cargo, with dimensional data of equipment in deployment sequence by ULN.

f. Level VI (Personnel Detail) - Expressed as name, Service, MOS, and DoD identification number; cargo by serial number and transportation control number (TCN) along with all cargo association data.

3. Keys to UDL Development. The following is a list of questions and considerations for developing the UDL:

a. What is the mission and concept of operations?

b. What are the tasks and who are the personnel that need to be supported?

c. Coordinate early and closely with functional experts (Det OIC, I-I, etc.) to determine needs to accomplish the directed and implied mission. Remember, not all required equipment may be on-hand within your command.

d. The UDL may include both authorized items from the Unit's Training Allowance (T/A) as well as special items authorized for a specific mission (i.e., cold weather training).

e. Ensure the T/O supports the UDL (for example, sufficient drivers and mechanics with the correct licenses to support the type and number of vehicles). Historically, units experience difficulty with Material Handling Equipment (MHE) and explosive license operators.

f. Ensure the UDL is adequate to accomplish all tasks. If you are unclear as to how a particular task is accomplished or what equipment is needed, ask the functional expert.

g. Avoid redundancy when constructing the UDL. Take only what is needed for the mission. This process is time sensitive and requires attention be paid to small details. For adequate combat service support, early development of a UDL is crucial.

h. A Class IX block is not normally constructed for an AT. The short timeframe of an AT typically precludes any robust maintenance actions. A PEB will generally suffice.

4. Equipment Sourcing. Once the exercise UDL has been developed and validated by the OCE G-3/S-3, it must be determined which units will provide the listed equipment. Any equipment on the exercise UDL that cannot be sourced internal to the exercise force is considered an equipment shortfall.

a. Equipment shortfall considerations. Quantities required for an exercise may be greater or less than the participating unit's T/A. Requests for equipment beyond the unit's T/E will require MARFORRES G-3 validation. Equipment shortfalls are assets that are not available within the unit's inventory but are essential for AT. To prevent confusion at pre-AT conferences regarding sourcing of equipment, all request for temporary loaning (Temp Loan) equipment to satisfy a shortfall will be made via the chain of command. MARFORRES units are not authorized direct liaison authority with active component units regarding equipment temp loans unless there is a standing Memorandum of Agreement signed by COMMARFORRES. Requesting equipment shortfall sourcing may be necessary or desired for the following reasons:

(1) Assets are not available to the unit due to actual T/E or T/A deficiencies.

(2) Assets are held by the unit but cannot be transported to the AT site due to fiscal constraints.

(3) Unit assets are unserviceable.

(4) It is not economical to transport the assets for the AT period.

b. Sourcing order of precedence. Sourcing of equipment requirements for ATs will be conducted in the order of precedence listed below. This precedence is a general guideline that can be deviated from, if the circumstances warrant doing so. Transportation costs should be taken into consideration when determining a sourcing solution.

(1) Equipment Allowance Pools (EAP) of host activities.

(2) T/A of units participating in the exercise.

(3) Requesting unit's parent and subordinate commands.

(4) Requesting unit's MSC.

(5) MARFORRES units.

(6) Active component units.

c. Shortfall request requirements. If the equipment cannot be sourced within the MSC, the MSC will submit a feasibility of support request via the Automated Message Handling System (AMHS) to MARFORRES G-4. The request must be submitted no later than 90 days prior to the RDD. Keep in mind that the RDD is not necessarily the first day of the exercise. The RDD is the day that the gaining unit needs to take possession of the equipment; whether for aggregated follow-on transportation or other pre-exercise actions. The request must contain the following:

- (1) TAMCN, NSN, and quantity of equipment required.
- (2) RDD and the date of return.
- (3) Delivery address.
- (4) Point of Contact (POC) information for the gaining unit RO.
- (5) Overall exercise UDL (attached)
- (6) Justification for requests of equipment that is in excess of the unit's T/E, which will require MARFORRES G-3 validation.

d. Enhanced Small Arms Protective Inserts. Per reference (n), units must review the range regulations to determine if Enhanced Small Arms Protective Inserts (E-SAPIs) are a requirement for that range. If determined that E-SAPIs are required per the range regulations, units will submit the E-SAPI request no later than 90 days prior to the RDD, and at the same time ammunition requests are submitted.

5. Equipment Preparation. The following is a list of requirements that must be met prior to equipment being embarked for Annual Training.

a. Equipment Temp Loans. Per GCSS-MC Procedural Notice 2-11, reference (o), in paragraphs 4.B.2 through 4.B.5; all using units providing equipment to another unit in support of an exercise via a temp loan must follow the procedures outlined in the following GCSS-MC JOBAIDS:

- (1) 101\_04\_01\_03\_01\_01 - Assigning Equipment to a Sub-Custody Officer: reference (p).
- (2) 101\_04\_01\_03\_01\_02 - Returning of Temp Loan Items: reference (q).

b. Cargo Preparation. Cargo will be prepared in accordance with reference (r). All embarkation containers will be preserved for retrograde.

6. Responsible Officer. For major exercises, equipment received from all sources will be under the custody of the OCE or their designated OICs on the Advance Party, Main Body, and Rear Party. Any losses, damages, or destruction of equipment loaned to the OCE for the exercise will be investigated as required by reference (k).

## Chapter 7

Medical (Class VIII) Guidance

1. Introduction. The following describes considerations for medical planning and the process for requisitioning medical supplies in support of Annual Training. For additional guidance, refer to reference (s).

2. Medical Care During the Exercise

a. Sick Call. Medical care for routine sick call during AT by a credentialed health care provider can be supported by a Field Dispensary Medical Instrument and Supply Set (699 block) for each unit, which may be supplemented by an Authorized Medical Allowance List (AMAL) 635/636 Battalion Aid Station (BAS) block.

b. Emergency Care. Medical care and evacuation of actual casualties should be planned with and provided by the established active duty medical units at the AT site. Emergency first aid in the field can be provided by utilizing both the Corpsman Assault Packs (CAPs) AMAL 653, which are carried by each Hospital Corpsman, and the Medical BOM which supplements the CAP.

3. Medical Consumables

a. Units should order medical consumables for CONUS ATs and field exercises as part of the exercise BOM. The 4th MLG Health Service Support Officer (HSSO) has a list of all BOM requests to include the Physician Pack, Corpsman Assault Pack, Hot Weather and Cold Weather packs.

b. Make certain that AT medical supply needs are incorporated and forwarded with unit supply requests as appropriate. AT medical supply needs should be determined through coordination between the unit Hospital Corpsman and the unit's surgeon. Class VIII consumable re-supply will be coordinated prior to arrival at the training site. Requesting Class VIII supply from an active hospital is not recommended; however the request must be accompanied by a LOA in order to fund the request.

c. The following materials are available from 4th MEDLOG upon request:

(1) AMALs 618, 627, 629, 631, 632, 633, 635, 636, 637, 638, 639, 647, 691, 692, and 699.

(2) Authorized Dental Allowance List (ADAL) 662.

d. All Class VIII material requests for AMALs or ADALs will be made 120 days prior to the RDD, and all Medical BOMs must be submitted at least 45 days prior to the AT. These requests will be routed through the chain of command to MARFORRES G-4 HSS. Requests for Class VIII materials in addition to AMALs and ADALs are to be ordered by the requesting unit's supply department using the requesting unit's funds.

e. Units utilizing AMALs and or ADALs are responsible for controlling pilferage of items in the block. Replacement costs for missing items will be charged to the using unit.

f. Units utilizing AMALs and/or ADALs will conduct a pre-exercise and post-exercise Limited Technical Inspection (LTI) of the block and fax, or scan/email the results of both inspections to CG, 4th MLG (Attn: HSSO) at commercial (504) 697-7560/0671

DSN 647-7560/7452, or email: MFR\_G4\_OPS@usmc.mil. Copies will be accessible to MARFORRES G-4 HSS via 4th MEDLOG once requested.

g. Medical BOMs are to be ordered no less than 45 days prior to the exercise. Submit a medical evacuation plan along with the BOM request to MLG HSS. A LOA has to be provided on the request so MLG can endorse and forward to 4th MEDLOG for purchasing.

4. Training. AMALS and ADALS for AT should be in support of specific training objectives and can be used for casualty stabilization. Routine sick call can be conducted at the discretion of the Exercise Surgeon (except AMAL 699/635/636).

a. In addition to preparation of specific training objectives, training should be given by qualified instructors who are technical experts for a given AMAL. For example, an AMAL 639 (Operating Room Block) would be of little use without surgeons and operating room technicians who would utilize its contents.

b. Medical training objectives should be appropriate to the military scope and training objectives of the exercises.

c. The numbers and locations of medical or dental sites, as required by the type of exercise or geography, should be realistically balanced against the actual personnel assets available.

5. Procedures for Malaria Risk Areas. Force Health Protection (FHP) plans should be provided to the Combatant Commander (CCDR) FHP office for review and to ensure specific requirements have been met. If it is determined that there is a malaria risk for the exercise, the following steps are recommended:

a. Obtain necessary malarial chemoprophylaxis medications following these procedures:

(1) Determine chemoprophylaxis protocol. Specific Area of Responsibility (AOR) requirements should be obtained from the respective Component Commander's Health Service Office.

(2) Ensure MSC Surgeon and Force Surgeon approve protocol.

(3) Calculate quantity of requisite medications based the following: Type of medication; number of participants; and duration of exercise.

(4) Prepare and submit request for obtaining chemoprophylaxis using the Request for Chemoprophylaxis Medication Support Form contained in reference (s).

(5) Submit request to 4th Medical Logistics Company via chain of command NLT 90 days before commencement of exercise.

b. Develop and implement a medication distribution plan that ensures:

(1) All members have the requisite quantity of medications prior to departing to exercise.

(2) Each member has an SF600 completed, which identifies types and quantity of medications, medication precautions, and protocol for each medication. The member's G6PD result (lab chit verified) and pregnancy status will also be indicated. The SF600 will be placed in individual's medical record.

c. Ensure when referencing chemoprophylaxis protocol the following details are specified:

(1) Full name, to include generic name, of medication(s).

(2) Dosage expressed in metric system.

(3) Quantity and frequency of medication to be taken, expressed as number of times within a day.

(4) Duration, expressed as number of days.

d. Ensure requisite quantity of necessary personal protective measures such as DEET, permethrin treatment, mosquito netting, sunscreen, and hearing protection.

e. Ensure Annex Q is approved by Exercise and MSC Surgeons. This will ensure that all medical requirements have been reviewed, and that appropriate medical supplies and medication requirements have been addressed.

f. Unit Commanders must develop and implement a system to monitor health status and the daily malaria medication administration of each participant for the duration of the exercise.

g. Provide a post exercise malaria prophylaxis monitoring plan for each unit and forward the completion of the regimen to the MSC's HSSO.

## Chapter 8

Maintenance (Class IX) Guidance

1. Introduction. This instruction provides guidance for the funding of Class IX items in support of exercises and post-exercise maintenance.

2. Requesting Repair Parts Blocks

a. Pre-Expended Bin. A PEB consists of only low cost, high use items. Funding for the exercise PEB should be requested as part of the exercise BOM via the Exercise Support Database in CTS. Requests should be submitted NLT 90 days prior to the RDD.

b. Stores Account Code(SAC) 1 Parts Block. MARFORRES does not typically approve requests for parts blocks consisting of non-PEB, SAC 1 items in support of a 2-week AT. MARFORRES does not have a Supply Management Unit (SMU) therefore, if a Class IX block is purchased, there is no MARFORRES unit that can accept the unused parts after the AT. Additionally, the short timeframe of an AT typically precludes any robust maintenance actions. A PEB will generally suffice. If there is a requirement for parts that exceed PEB criteria, contact MARFORRES G-4 Supply for instructions NLT 90 days prior to RDD.

c. Secondary Repairable (SECREP) Block. SECREP block requests in support of an AT will be submitted to MARFORRES G-4 via the unit's MSC G-4 NLT 90 days prior to the RDD in naval letter format. The request must contain the following:

- (1) RO.
- (2) Period of time that the SECREPs are required.
- (3) Delivery address.
- (4) Unit POC.
- (5) Enclosures:
  - (a) RO appointment letter.
  - (b) Exercise UDL.
  - (c) AT LOI or Operations Order.

(d) Listing of requested SECREPS. Include NSN, nomenclature, quantity, unit price, total price.

3. Requesting Force/Activity Designator (F/AD) Upgrade. MARFORRES is assigned F/AD IV with the associated priority designators of 07, 09, and 14. Units preparing for AT events are authorized to use F/AD III with the associated priorities of 03, 06, and 13. The following parameters must be followed in order for a unit to be granted a F/AD upgrade in support of AT:

a. Authorizations for F/AD upgrades will only apply to the unit's equipment listed in the EDL for that AT.

b. The use of F/AD III is authorized commencing 90 days prior to the AT start date and ending 30 days after completion of the AT.

c. Requests for F/AD upgrades must be submitted with a copy of the unit's AT EDL to their respective MSC via naval message and send a copy to MARFORRES G-4 Maintenance.

d. Units are not required to submit any correspondence to downgrade the F/AD III back to F/AD IV at the completion of the AT.

4. Post-Exercise Maintenance Funding. Post-Exercise Maintenance funding is used to assist in the funding of Class IX (SAC 1 repair parts) requirements for corrective maintenance actions on deadlined equipment damaged while supporting Chairman, Joint Chiefs of Staff (CJCS) or Force-level Exercises. Post-Exercise Maintenance funding is not to be used for SECREPS or the replenishment/replacement of missing/lost SL-3 or materials that should be safeguarded through the provision of proper accountability procedures. Post-Exercise Maintenance funding will be limited to discrepancies identified in comparison of pre-exercise and post-exercise LTI worksheets. Unless proper documentation concerning equipment condition (pre-exercise and post-exercise) LTIs are forwarded accompanying the request for funding, Post-Exercise Maintenance funding will not be considered. Eligibility for Post-Exercise Maintenance funding is dependent on adherence to established procedures and requirements identified herein. Below are the established requirements that must be met in order to be eligible and receive Post-Exercise Maintenance funding support. These instructions should be incorporated into the exercise's operations order or letter of instruction.

a. Unit Deployment List Submission. For every CJCS and Force-level exercise, the OCE will submit the final exercise UDL in accordance with Chapter 6 of this Order. The UDL must indicate the sourcing unit and location. This can be accomplished either by creating a separate UDL for each source or including a column in the consolidated UDL that indicates the source. Submit the final UDL by attaching it to the funding forecast in CTS.

b. Funding Forecast. The OCE will submit a forecast of post-exercise maintenance funds in the Exercise Support Database within CTS. This forecast will be based on the UDL and the expected usage of the equipment. MARFORRES G-4 Maintenance will review the forecast and validate prior to the G-3 allocating TEEP funds to post-exercise maintenance. Requests for exercise historical data can be submitted through the chain of command to the MARFORRES Comptroller. This information will be provided if available.

c. Pre-Exercise LTI. Prior to embarkation, the OCE will ensure all equipment has received an LTI. The LTI documentation will be in GCSS-MC.

d. Post-Exercise LTI. Once the exercise has concluded, another LTI will be conducted on all equipment. Funds can be requested for only combat deadlining repair parts to repair maintenance discrepancies incurred during the exercise. Units are encouraged to perform an LTI on any gear damaged during the exercise while still at the exercise site. This is to ensure the unit has adequate time to prepare the request and all paperwork required.

e. Request funds. No later 60 days after the conclusion of the exercise, the OCE will request maintenance funding by updating the funding forecast in CTS based on the actual amount required and attaching the following documentation:

(1) Listing of all deadlined equipment (TAMCN, Serial #) with the required repair parts associated.

(2) The cost of each repair part.



(3) A copy of the pre-exercise LTI and post-exercise LTI for each piece of damaged equipment.

(4) A copy of any investigations for equipment damaged in mishaps.

(5) Any requests for funds that exceed the forecasted amount will require additional justification.

f. Review. MARFORRES G-4 Maintenance will validate all data to ensure that the equipment is listed on the final exercise UDL, there is no SL-3 items being requested, and that the equipment is combat deadlined. Once the request is validated, MARFORRES G-4 will forward the request to the MARFORRES G-3 for approval. Upon approval, the MARFORRES Comptroller will load the appropriate FIP to the unit's GCSS-MC account and the unit can order the required repair parts.

## Chapter 9

Transportation Guidance

1. Introduction. References (d), (r), and (t) contain guidance to support transportation of Marines, sailors, and their equipment to AT exercises.

2. Strategic Lift. Strategic lift is not normally used for AT exercises. In cases when strategic lift is to be used, it will be planned and budgeted for in the TEEP. Reference (r) contains guidance for strategic lift procedures.

3. Passenger Transportation

a. Individual Travel. All air travel arrangements for 20 or fewer passengers will be processed through the Commercial Ticketing Office (CTO), Ravenel, and the Passenger Travel Office (PTO) Section of the MARFORRES G-4 Distribution Management Office (DMO). Units are not authorized to make travel arrangements through local travel agencies or airlines. Currently, the CTO for MARFORRES is Ravenel. Ravenel has exclusive reservations/ticketing rights to all MARFORRES units and the Headquarters MARFORRES Staff. MARFORRES units must submit a Ravenel Travel Request for individual travel NLT 30 days prior to movement. Additionally, the unit must create the individual traveler's orders in the Marine Reserve Orders Writing System (MROWS) for Reserve personnel or Defense Travel System (DTS) for Active Duty personnel, within 48 hours of receiving the reservation from CTO. The submission of an individual travel request does not constitute completion of the request. Units must also ensure the individual traveler's orders are final authenticated/approved in order for the request to be entirely processed by MARFORRES G-4 DMO and the ticket issued.

b. Small Group Travel (SGT). Defined as 2 to 20 passengers, each SMCR unit is responsible for arranging transportation for SGT to and from AT in accordance with reference (t). The unit must submit a Ravenel Travel Request for SGT requests NLT 45 days prior to movement, and additionally the SGT travelers' orders must be final authenticated/approved prior to the DMO being able to create the reservation. Once the MROWS/DTS orders are approved, MARFORRES G-4 DMO can then finalize the ticketing process. Units must notify the MARFORRES G-4 DMO with any changes NLT 10 working days prior to the departure date.

c. Large Group Travel (LGT). Defined as 21 or more passengers, LGT has two separate processes depending on the scope of travelers.

(1) 21-99 Passengers: This process is initiated when the unit submits the requests within the TOP database, which is due to MARFORRES G-4 DMO 60 days prior to the movement date. Units are also required to provide MARFORRES G-4 DMO with a roster of all travelers with full names, gender, and dates of birth at the same time of submission of the LGT request. The PTO personnel will then work with Ravenel to make reservations and issue travel tickets per reference (d), and will provide a reservation to the unit. The unit will have 24 hours to confirm the reservation. Once the unit confirms that the reservation meets their requirement, the unit must then initiate the orders process for all travelers. This step is completed once all orders have been final authenticated/approved in MROWS/DTS. Once all travelers' orders have been final authenticated, MARFORRES G-4 DMO will issue tickets. Units must notify the MARFORRES G-4 DMO with any changes NLT 10 working days prior to the departure date.

(2) 100 or more Passengers: Groups of more than 100 personnel will receive charter air via US Transportation Command (USTRANSCOM). This process is also initiated when the unit submits a travel request within the TOP database, which is due to MARFORRES G-4 DMO 60 days prior to the movement date. Units are also required to provide MARFORRES G-4 DMO with a roster of all travelers with full names, gender, and dates of birth at the same time of submission of the LGT request. Once the MARFORRES G-4 DMO receives the request, they will coordinate with USTRANSCOM. USTRANSCOM will then provide two bids to support the request, which the unit's MSC will provide to the unit. The unit will have 24 hours to confirm the reservation. Once the unit confirms that the reservation meets their requirement, the unit must then initiate the orders process for all travelers. This step is completed once all orders have been final authenticated/approved. Units must notify the MARFORRES G-4 DMO with any changes NLT 10 working days prior to the departure date.

d. If a SGT or LGT request is submitted after these timelines, then a Notification of Non-Compliance letter will be provided to the MARFORRES Chief of Staff detailing the circumstances of the late submission. This letter will then be signed by the MARFORRES Chief of Staff and endorsed by the requesting units' MSC Chief of Staff. An example is provided in APPENDIX C

e. Chartered Aircraft. Units traveling via charter air must ensure the following:

(1) Allowable Loads. For chartered aircraft passengers are authorized two pieces of baggage, not to exceed 70 pounds each. For commercial aircraft, maximum weight varies for each airline carrier, however the maximum weight for a single bag is 100 pounds.

(2) Weapons. References (r) and (t) prescribe handling instructions for the movement of individual weapons on chartered aircraft:

(a) Crew served weapons. These must be containerized and will be carried in the baggage compartment. These weapons must be certified as complete safe weapons.

(b) Weapons Safety. Unloaded weapons are allowed in the passenger compartment of the aircraft only when the total cabin load of the aircraft consists exclusively of DoD sponsored forces, and supporting training exercises or contingency operations and when authorized in the operations plan or mission directive. All weapons, to include the M9, will be visually inspected prior to boarding the aircraft. The responsible unit commander determines how weapons will be carried aboard the aircraft. It is imperative that the units maintain integrity as to the method used. USTRANSCOM and Surface Deployment and Distribution Command (SDDC) periodically send out inspectors to check for compliance with DoD regulations. MARFORRES G-4 DMO will alert the Commander, USTRANSCOM as to how the weapons are being transported, and USTRANSCOM will notify the carrier.

(c) Security of weapons. Unit commanders, or their designated agents, are responsible for maintaining observation of weapon containers through baggage handling stages during loading and unloading of aircraft at the origin, destination, and transfer points in coordination with the carrier's station managers or charter representatives.

(3) Cargo Dimensions. Even though charter air allows the unit the exclusive use of the military cargo accompanying the unit, it must be of a size able to fit within the cargo compartment (or passenger compartment) of the bus or plane that moves the unit to the AT. Commercial truck support to assist the movement of cargo and baggage is very limited, and at times unavailable.

f. Notification of Changes. Any changes to transportation requirements must be submitted immediately in writing to MARFORRES G-4 DMO via the requesting unit's MSC. However, it is critical that accuracy, accountability, and responsibility be stressed during the identification of the initial lift requirements. If the numbers of requested seats changes for individual travel, SGT, or LGT units must notify the MARFORRES G-4 DMO NLT 10 working days prior to the departure date. (Note: Airlines assess penalties for late cancellations, no-shows, and passenger-count drops). Under-utilization of requested chartered aircraft is not acceptable, as it wastes limited TOP funds. Ensure the number of seats requested is the number of seats required.

g. OCE Transportation Guidance Message. The OCE shall develop a Transportation Guidance Message (Figure 9-1) for the exercise force. Additionally, if the AT involves multiple MSCs utilizing chartered aircraft, the message must be staffed to MARFORRES G-4 DMO prior to the OCE publishing the message. Figure 9-1 is a recommended example, however the Transportation Guidance Message will provide at a minimum the following:

(1) Instructions for the deployment and redeployment of personnel and equipment from various points of origin to an identified Aerial Port of Embarkation(s) (APOE) and an identified Aerial Port of Debarkation (APOD).

(2) Responsibilities and tasks for the Arrival/Departure Airfield Control Group (A/DACG) and the various Movement Control agencies that will stand up to support RSO&I and retrograde.

(3) Reporting procedures by A/DACG personnel to the Movement Control agencies for personnel accountability.

h. TOP Under-Utilization Report. Per MCO 3000.18B (FDP&E Manual), in the event that there are 5 or more under-utilized seats on a chartered aircraft, the unit's Commander/Inspector-Instructor must route a copy of the TOP Under-Utilization Report (Figure 9-2) to the MARFORRES Chief of Staff, via the units' MSC Chief of Staff. The TOP Under-Utilization Report should be signed at the Battalion/Squadron level or higher.

(1) The A/DACG will be responsible for reporting under-utilized charter aircraft manifest (by TON number) to the OCE and MARFORRES G-4 no later than 3 hours after the personnel movement. The unit will then be responsible for initiating and completing the TOP Under-Utilization Report (figure 9-2).

(2) The TOP Under-Utilization Report will provide the number of seats requested, the number of seats utilized, the total cost of the requested seats, and the total cost of the seats that were not utilized. Additionally, the unit commander will provide justification for the under-utilized seats.

i. Rental vehicles. Rental vehicles are unit funded, or TEEP funded, when associated with passenger movement from the Home Training Center (HTC). Rental trucks or vans will not be utilized to transport weapons, hazardous material, or any other equipment or cargo at any time as per reference (t).

#### 4. Transportation of Things (TOT)

a. TOT funds must be requested via the TEEP/TOT Database, located in CTS, 15 days prior to the planned date of shipment for CONUS, 60 days prior to the planned date of shipment for OCONUS shipments, and 90 days prior to the planned date of shipment for Alaska. A response will be provided by MARFORRES G-4 DMO within 2 business days. When submitting TOT requests, units must request for round trip TOT funds when the freight is scheduled to return to the originating shipping location. The destination base or station DMO/TMO/Installation Transportation Office (ITO) will use the appropriation data from inbound CBLs to prepare outbound CBLs.

b. Each request is automatically assigned a unique TOT tracking number and Transportation Account Code (TAC) approved for use by DMO. Ensure the tracking number is annotated in the "Marks and Annotations" block of the CBL. Round trip CBL's (destination/return) must contain the same tracking number for cross-referencing obligated G-4 funds.

c. The following guidance pertains to the shipment of weapons and sensitive material:

(1) Per reference (t), small arms (M16A2, M16A4, M4, and M9) and sensitive material may be mailed via US Postal Service (USPS) registered mail, or shipped via a DoD approved transportation service provider that can offer Transportation Protective Service (TPS). Weapons shipments cannot exceed the quantity of (15), or fire a round greater than .50 caliber and/or fire fully automatic. If shipped, all weapons and sensitive material must be routed through an Area of Responsibility (AOR) DMO/TMO/ITO or by SDDC, regardless of weight, in accordance with reference (t). Units are reminded that weapons and sensitive material can only be shipped utilizing a DoD approved TSP, TPS (bonded carrier). Persons receiving weapons and sensitive material must be pre-designated Responsible Officers (ROs), assigned in writing. All questions will be addressed to the MARFORRES G-4 DMO. The aforementioned procedures were for CONUS weapons shipments only. For OCONUS weapons shipments, units must ship weapons via their local DMO/TMO/ITO agency.

(2) No later than three business days after the shipment date, the unit will obtain and submit (via email to the organizational email box listed below) a signed copy of the CBLs from the carrier with the cost of transportation and assigned TOT tracking number annotated on the CBLs to MARFORRES G-4 DMO via their respective MSC. Units needing assistance in obtaining CBLs from their area of responsibility DMO/TMO/ITO can contact MARFORRES G-4 DMO. The MARFORRES G-4 DMO organizational mailbox is [MARFORRESG4TMO@usmc.mil](mailto:MARFORRESG4TMO@usmc.mil). The FAX number for the MARFORRES G-4 DMO is (504) 697-9749.

TRANSPORTATION GUIDANCE MESSAGE FOR MARSHALLING AND MOVEMENT IN SUPPORT OF  
EXERCISE #####

SUBJ: EXERCISE ##### EMBARKATION AND DEPLOYMENT LETTER OF INSTRUCTION  
(LOI) //

REF/A/DOC/FORO P4000.2A/CURRENT DATE

REF/B/DOC/FORO 4600.2.C/04 JAN 12/

REF/C/DOC/FORO 4600.1/-/

REF/D/DOC/DOD 4500.9G/19 AUG 11/

REF/E/MSG/COMMARFORRES/DTG/

REF/F/DOC/JP 3-02.1/10 AUG 09/

REF/G/MCO 3000.18B/27 APR 12/

NARR/REF A IS THE MARFORRES ANNUAL TRAINING LOGISTICS STANDARD OPERATION PROCEDURES (AT LOG SOP). REF B IS MARFORRES SOP FOR EMBARKATION. REF C IS MARFORRES SOP FOR TRANSPORTATION. REF D IS THE DEFENSE TRANSPORTATION REGULATION, PART III, MOBILITY. REF E IS CMFR EXERCISE ##### ORDER. REF F IS THE JOINT PUBLICATION GOVERNING AMPHIBIOUS EMBARKATION AND DEBARKATION. REF G IS THE MCO ON FORCE DEPLOYMENT PLANNING AND EXECUTION: SHORT TITLE FDP&E MANUAL.//

GENTEXT/REMARKS/

1. SITUATION. DETAIL THE SITUATION OF THE EXERCISE AND THE TASK

ORGANIZATION. THIS MESSAGE CONSTITUTES GUIDANCE FOR THE PREPARATION AND DEPLOYMENT OF ##### UNIT PERSONNEL, SUPPLIES, AND EQUIPMENT DEPLOYMENT/REDEPLOYMENT IN SUPPORT OF (ISO) EXERCISE #####. DEPLOYMENT WILL ORIGINATE AT VARIOUS POINTS OF ORIGIN (POO) AND VARIOUS PORTS OF EMBARKATION (POE) (LOCATION NAMES). SPECIFIC POE AND PORTS OF DEBARKATION (POD) ARE LISTED IN THE JOINT OPERATIONS PLANNING AND EXECUTION SYSTEM (JOPES) EXERCISE TIME-PHASED FORCE DEPLOYMENT DATA (TPFDD) PLAN IDENTIFICATION (PID) (DEPLOYMENT/REDEPLOYMENT PID NAME).

2. MISSION. UNITS WILL DEPLOY VALIDATED UNIT LINE NUMBERS (ULNS) TO THE (LOCATION NAME) FROM (EXERCISE DATES) VIA STRATEGIC AIRLIFT AND SEALIFT ASSETS (IF APPLICABLE) IN ORDER TO PARTICIPATE IN EXERCISE #####.

3. EXECUTION.

3.A. COMMANDER'S INTENT.

3.A.1. IN ACCORDANCE WITH (IAW) THE REFERENCES, EXECUTE DEPLOYMENT AND REDEPLOYMENT OF CARGO, VEHICLES, EQUIPMENT AND PERSONNEL IN A SAFE, TIMELY AND ORDERLY MANNER IMPLEMENTING EFFECTIVE COORDINATION AND POSITIVE CONTROL.

3.A.2. PURPOSE. DEPLOY CAPABILITIES IN SUPPORT OF EXERCISE REQUIREMENTS AND REDEPLOY CAPABILITIES TO UNIT DESTINATIONS.

3.A.3. METHOD. THE EXERCISE FORCE WILL ADHERE TO THE GUIDANCE PUBLISHED WITHIN THIS LOI BY EXECUTING A PHASED MOVEMENT TO DEPLOY AND REDEPLOY ALL PERSONNEL, EQUIPMENT, AND CARGO ISO EXERCISE #####.

3.B. CONCEPT OF OPERATIONS. MARFORRES FORCES AND EQUIPMENT WILL DEPLOY AND REDEPLOY UTILIZING THE FOLLOWING STRATEGIC LIFT ASSETS/SCHEDULES:

3.B.1. SEALIFT SCHEDULE (DATES SUBJECT TO CHANGE)

3.B.1.A. DEPLOYMENT:

3.B.1.A.1. COMMERCIAL LINER SERVICE. COMMERCIAL LINER SERVICE WILL DEPLOY SELECTED MARFORRES UNIT NAME CARGO, VALIDATED ULNS, FROM (MILSEA) (PORT NAME) COMMERCIAL/MILITARY PORT TO (MILSEA) (PORT NAME) COMMERCIAL/MILITARY PORT. LINER SERVICE SCHEDULE IS AS FOLLOWS (DATES SUBJECT TO CHANGE):

STAGING: (PORT NAME); (DATE)

ON-LOAD: (PORT NAME); (DATE)

OFF-LOAD: (PORT NAME); (DATE)

DELIVERY TO: (NAME) SITE; (DATE)

Figure 9-1. - Transportation Guidance Message

3.B.1.B. REDEPLOYMENT:

3.B.1.B.1. COMMERCIAL LINER SERVICE. MARFORRES UNIT WILL REDEPLOY CARGO, VALIDATED ULNS, FROM (LOCATION) TO (LOCATION) VIA (TYPE CHARTER). MILITARY SEALIFT COMMAND VESSEL SCHEDULE IS AS FOLLOWS (DATES SUBJECT TO CHANGE):

MARSHALING, WASH DOWN OPS: (LOCATION); (DATE)

STAGING AT SPOES: (PORT NAME); (DATE)

ON-LOAD: (PORT NAME); (DATE)

TRANS FROM: (LOCATION) TO (LOCATION); (DATE)

OFF-LOAD: (PORT NAME); (DATE)

3.B.2. AIRLIFT SCHEDULE (DATES SUBJECT TO CHANGE). MARFORRES UNIT NAME PAX WILL DEPLOY VIA (STRATEGIC LIFT) FROM AERIAL PORT OF EMBARKATION (APOE) TO AERIAL PORT OF DEBARKATION (APOD). AIR SCHEDULE IS AS FOLLOWS (DATES SUBJECT TO CHANGE):

3.B.2.A. DEPLOYMENT:

3.B.2.A.1. ADVON: (DATE); (POE TO POD)

3.B.2.A.2. MAIN BODY: (DATE); (POE TO POD)

3.B.2.A.3. REAR PARTY: (DATE); (POE TO POD)

3.B.2.B. REDEPLOYMENT:

3.B.2.B.1. ADVON: (DATE); (POE TO POD)

3.B.2.B.2. MAIN BODY: (DATE); (POE TO POD)

3.B.2.B.3. REAR PARTY: (DATE); (POE TO POD)

3.C. TASKS.

3.C.1. OFFICER CONDUCTING EXERCISE (OCE).

3.C.2. ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG).

3.C.3. PORT OPERATIONS GROUP (POG). (IF EXECUTING PORT OPERATIONS)

3.C.4. EXERCISE UNITS.

3.D. COORDINATING INSTRUCTIONS.

3.D.1. PROVIDE ANY DETAILED EMBARKATION INSTRUCTIONS FOR THE EXECUTION OF DEPLOYMENT/REDEPLOYMENT.

3.D.2. CARGO RIDERS/SHIP RIDERS (SUPERCARGO).

3.D.3. PROCEDURES FOR HAZARDOUS MATERIALS (HAZMAT).

3.D.4. PACKAGING LISTS/LABELING/UNIT MARKING PROCEDURES.

3.D.5. RFID TAGGING PROCEDURES.

3.D.6. EMBARKATION INSPECTIONS/CONTAINER INSPECTIONS.

3.D.7. POG T/O BREAKOUT IS AS FOLLOWS (IF REQUIRED):

OCE OFFICER IN CHARGE AND CHIEF

OCE LOGISTICS CHIEF

POG DET

UNIT EMBARK REPS (FROM EQUIP PROVIDING UNITS)

DRIVER TEAM (QUANTITY AND LICENSE REQUIREMENTS)

MAINTENANCE TEAM (QUANTITY AND MOS REQUIREMENTS)

GUARD FORCE (QUANTITY)

WORKING PARTY (QUANTITY)

RFID TEAM (MSC)

3.C.8. TRANSPORTATION TIMELINES.

3.C.8.A. TRANSPORTATION OF THINGS (TOT) TIMELINES. THE OCE WILL INCLUDE THE TOT TIMELINES IAW REFERENCE (A).

3.C.8.B. TRANSPORTATION OF PEOPLE (TOP) TIMELINES. THE OCE WILL INCLUDE THE TOP TIMELINES IAW REFERENCE (A).

3.C.9. LARGE GROUP TRAVEL (LGT) REQUESTS ARE DUE TO MARFORRES G-4 DMO NLT 60 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

3.C.9.A. UNITS WILL UTILIZE LGT TO THE FULLEST EXTENT POSSIBLE.

3.C.10. SMALL GROUP TRAVEL (SGT) REQUESTS ARE DUE TO MARFORRES G-4 DMO NLT 45 DAYS PRIOR TO THE REQUESTED MOVEMENT DATE.

3.C.10.A. WHEN LGT IS NOT FEASIBLE, UNITS WILL UTILIZE SGT TO THE FULLEST EXTENT.

Figure 9-1. - Transportation Guidance Message

3.C.11. THE OCE COMMANDER MUST ENSURE THAT INDIVIDUAL TRAVEL IS USED AT A MINIMUM.

3.C.11.A. INDIVIDUAL TRAVEL SHOULD ONLY BE USED IN SUPPORT OF ADVON AND REAR PARTY PERSONNEL MOVEMENTS.

4. ADMINISTRATION AND LOGISTICS.

4.A. ADMINISTRATION.

4.A.1. THE OCE COMMANDER MUST ENSURE THAT MARINES' ORDERS HAVE BEEN FINAL AUTHENTICATED IN THE MARINE ORDERS WRITING SYSTEM (MROWS) OR DEFENSE TRAVEL SYSTEM (DTS) IN ORDER FOR TRAVEL REQUESTS TO BE COMPLETED.

4.A.2. CHANGES TO TRAVEL REQUESTS MUST BE MINIMIZED TO THE FULLEST EXTENT.

4.A.2.A. IN THE EVENT OF CHANGES, THE OCE MUST NOTIFY THE MARFORRES G-4 DMO NLT 10 WORKING DAYS PRIOR TO THE DEPARTURE DATE IOT AVOID SIGNIFICANT EXPENSE TO MARFORRES.

4.B. LOGISTICS.

4.B.1. MOVEMENT CONTROL CENTER REPORTING PROCEDURES.

4.B.2. DEPARTURE/ARRIVAL REPORTS.

4.B.2.A. UNITS MUST SUBMIT DEPARTURE REPORTS NLT 3 HOURS AFTER DEPARTURE AND ARRIVAL REPORTS UPON ARRIVAL TO MARFORRES G-4 SMO VIA MSC.

4.B.3. A/DACG REPORTING.

4.B.3.A. THE A/DACG WILL BE RESPONSIBLE FOR REPORTING UNDER-UTILIZED CHARTER AIRCRAFT MANIFEST (BY TON NUMBER) TO THE OCE AND MARFORRES G-4 NO LATER THAN 3 HOURS AFTER THE PERSONNEL MOVEMENT.

4.B.4. TRANSPORTATION UNDER-UTILIZATION REPORTS.

4.B.4.A. IN THE EVENT THAT THERE WERE 5 OR MORE UNFILLED SEATS ON A CHARTERED AIRCRAFT, THE UNIT'S COMMANDER MUST ROUTE A SIGNED COPY OF THE TOP UNDER-UTILIZATION REPORT TO THE MARFORRES CHIEF OF STAFF, VIA THE UNITS' MSC CHIEF OF STAFF.

4.B.4.B. PER REFERENCE (A), THE TOP UNDER-UTILIZATION REPORT WILL PROVIDE THE NUMBER OF SEATS REQUESTED, THE NUMBER OF SEATS UTILIZED, THE TOTAL COST THE REQUESTED SEATS, AND THE TOTAL COST OF THE SEATS THAT WERE NOT UTILIZED. ADDITIONALLY, THE UNIT COMMANDER WILL PROVIDE JUSTIFICATION FOR THE UNDER-UTILIZED SEATS.

5. COMMAND AND SIGNAL.

5.A. OCE COMMANDER.

5.B. OCE MOVEMENT CONTROL AGENCY OIC/CHIEF.

5.C. POG OIC/CHIEF.

5.D. A/DACG OIC/CHIEF.

5.E. ENSURE THIS MESSAGE, AND ALL ATTACHMENTS ARE DISSEMINATED TO ALL UNITS AND PERSONNEL EXECUTING MARSHALLING AND MOVEMENT OF FORCES ISO EXERCISE #####.

5.F. REFER ALL QUESTIONS TO OCE POCS.

Figure 9-1. - Transportation Guidance Message



3500  
Office Code  
Date

From: Commander/Inspector-Instructor, Unit XXXX (BN/SQDN or higher)  
To: Chief of Staff, Marine Forces Reserve  
Via: (1) Commanding Officer, Higher Headquarters  
(2) Chief of Staff, Major Subordinate Command

Subj: TRANSPORTATION EXECUTION REPORT

1. Purpose. The purpose of this letter is to report the execution of transportation of personnel via chartered aircraft.
2. Number of Seats Requested (by TON).
  - a. TON #1234: 150 PAX
3. Number of Seats Utilized (by TON).
  - b. TON #1234: 100 PAX
4. Cost of Requested Seats (by TON).
  - c. TON #1234: \$85,000.00
5. Cost of under-utilized seats (by TON).
  - d. TON #1234: \$28,333.00
6. Justification for Under-utilized seats. Provide a justification of why the utilized seats were not within 5 seats of the requested number.
7. Point of Contact. The point of contact for this matter is Rank First Name, Last Name at email address and phone number.

I. M. COMMANDER

(NO LETTERS WILL BE SIGNED BY DIRECTION)

## Chapter 10

Annual Training Execution

1. Introduction. Execution of the AT event commences when the first personnel arrive at the AT site. The typical sequence is Advanced Party (AP), Main Body (MB), and Rear Party (RP). Depending on the scope and circumstances of the event there could be additional detachments of personnel before or after the Advance Party/Rear Party.

2. Advance Party Actions. The purpose of the AP is to prepare the AT site for the arrival of the MB. This includes: Arranging for the billeting of the MB; ensuring facilities, services, and appropriate chain of custody procedures are available for arriving equipment; ensuring all required LTIs are performed; and ensuring that facilities and services are in order for operations/training to begin on the first day of AT.

a. Preparation. Prior to the arrival of the AP at the AT site, the size of the Advance and Rear parties will have already been established during the MPC and the FPC. The success of the AP will be determined by a well-defined mission and the appropriate Military Occupational Specialty (MOS) mixture to perform the tasks as determined during planning. A review of pertinent site SOPs should be conducted to see if special environmental considerations, licensing, or classes are required as well as a review of operators' licenses and physicals as required, to ensure they are current.

b. Task Organization. Task organization of the AP should include the following:

- (1) Assignment of responsibilities
- (2) Equipment required
- (3) Individual equipment
- (4) Equipment list to support AP operations
- (5) Equipment Reception and Staging Area
- (6) BOM
- (7) Supporting Personnel
  - (a) Corpsmen
  - (b) Food Service Personnel

(c) Drivers/MHE operators with the required licenses (i.e., Ammo certified, Hazardous Material (HAZMAT) certified, etc.)

c. Turnover. A well-planned turnover provides the continuity necessary for smooth operations when responsible parties change. Turnover usually follows the formula "AP to MB to RP". Because of the two-week duration of the AT, there is an opportunity for the Advance and Rear parties to do a face-to-face turnover. Regardless of what form the turnover takes, the importance of a turnover is the smooth passing of responsibilities from one organization to the next. The following items should be considered in the turnover:

(1) Points of Contact (POC). Aboard the facility/base upon which training will occur, points of contact will be made. These can be civilians as well as military personnel/organizations. The introduction of the Marines assuming responsibility to POCs represents the best-case scenario, but at a minimum, a list of POCs and phone numbers should be turned over.

(2) Turnover of Equipment. Equipment required for the operation can be receipted for at one time, as long as the equipment is signed for by a RO(s) who will be at the AT, or who will have cognizance over the equipment, for the duration of the exercise (Inspector-Instructor (I-I), Active Duty for Operational Support (ADOS) personnel, etc.). Usually the equipment will be turned over to MB or RP RO(s). If the ROs are not familiar with each other, the OCE should ensure that information copies of RO appointment letters are given to both ROs. The requirements for LTI of equipment during the turnover period should be determined during the MPC and addressed in the Logistics LOI or Annex D of the Operations Order.

(3) Turnover of Facilities. Turnover of facilities will be accomplished in a similar fashion to the turnover of equipment. It is imperative that the AP RO identifies all pre-existing discrepancies in facilities to the oncoming RO. Turnover of facilities should also include identifying contracted support items and their location (phones, furniture, copiers, port-a-johns, etc.).

(4) Procedure. Every base, station, and AT site will have its own unique procedures for requesting support for such things as bag lunches, tactical site refueling, etc. Local SOPs should be obtained and reviewed during the planning process.

(5) General Information. Each base and station should have general use and training maps available, as well as welcome aboard packages that familiarize newcomers to the base/station and surrounding area.

3. Logistics During the Exercise. Logistics during the exercise will be conducted in a manner which best supports the concept of operations and is in accordance with reference (u).

a. Considerations. Logistics consist of many basic considerations that must be adhered to during the conduct of the exercise. The following basic considerations are applicable to all exercises:

(1) Logistics execution should be simple, flexible, mobile, and responsive to changing situations.

(2) Logistics execution must be coordinated with plans and operations.

(3) Logistics execution must be economical.

b. Functions of Logistics. As outlined in reference (u), there are six functional areas of logistics. The concept of logistics support for the exercise should integrate all of these functional areas.

(1) Supply. Determination of requirements, procurement, storage, distribution, salvage, and disposal.

(2) Maintenance. Inspection and classification, servicing, adjustment and tuning, testing and calibration, repair, modification, rebuild and overhaul, reclamation, recovery and evacuation.

(3) Transportation. Embarkation, landing support, port and terminal operations, motor transport, air delivery, freight/passenger transportation, and MHE.

(4) General Engineering. Engineer reconnaissance, horizontal and vertical construction, facilities maintenance, demolition and obstacle removal, explosive ordnance removal.

(5) Health Services. Health maintenance, casualty collection, casualty treatment, temporary hospitalization and evacuation.

(6) Services. Disbursing, postal, exchange services, security support, legal, civil affairs support, graves registration.

c. Staff Cognizance. As outlined in reference (u) and (v), staff cognizance for each of the above areas is as follows:

(1) Supply	G-4/S-4
(2) Maintenance	G-4/S-4
(3) Transportation	G-4/S-4
(4) Engineering	G-4/S-4
(5) Health Service	G-4/S-4

(6) Services. While services are logistics functions and consolidated under the logistics element of the MAGTF; at the unit level, they do not fall under the cognizance of the G/S-4.

(a) Disbursing*	G-1/S-1
(b) Postal	G-1/S-1
(c) Exchange Services	G-1/S-1
(d) Security Support	G-3/S-3
(e) Legal Services Support	SJA/S-1
(f) Civil Affairs Support	G-3
(g) Graves Registration	G-1/S-1

\*When comptroller is not designated or authorized in permanent T/O.

4. Rear Party Actions. The purpose of the RP is the redeployment of the unit from the AT site to their respective HTC. The RP arranges for the turnover of facilities and services; performs equipment post-exercise LTIs; resolves any environmental issues; and arranges for the return of equipment to its originating site. It is incumbent on the RP to resolve any discrepancies between the exercise force and the supporting installation. Any lasting impressions of MARFORRES, or the Marine Corps, should be a positive one.

a. Preparation. As with the AP, the T/O of the RP will have already been established during the MPC and FPC. The success of the RP will be determined by a well-defined mission and the appropriate MOS mixture to perform the tasks as determined during planning.

b. Task Organization. Task organization of the RP should include the following:

(1) Assignment of responsibilities.

(2) Equipment required.

(a) Individual Equipment.

(b) Equipment list required to support RP operations.

(3) Equipment redeployment and wash down areas.

(4) BOM.

(5) Supporting personnel.

(a) Corpsmen.

(b) Food Service Personnel.

(c) Drivers/MHE operators with the required licenses, i.e., Ammo certified, HAZMAT certified, etc.

c. Redeployment. There is a tendency in the Marine Corps to place less importance on the redeployment of the unit. A good turnover will foster a smooth redeployment. Also, the redeployment of personnel and equipment is a unit's last impression left upon the supporting establishment. Rear Party personnel must view themselves as goodwill ambassadors to the supporting establishment. Redeployment planning should receive the same amount of attention, during the planning process, as deployment planning.

(1) During the redeployment the Officer-in-Charge of the Rear Party must ensure that:

(a) All temporarily loaned equipment is returned to its proper owner in original condition.

(b) Facilities are cleaned to proper standards and their surrounding grounds policed.

(c) Training areas are policed.

(d) There are no remaining environmental concerns.

(e) Damages to property are noted, reimbursement procedures established, and investigations initiated, if required.

(2) The RP's responsibilities end when all training areas have been cleared, and facilities and equipment have been approved for close-out by the supporting installation, and RP personnel have re-deployed to their originating sites.

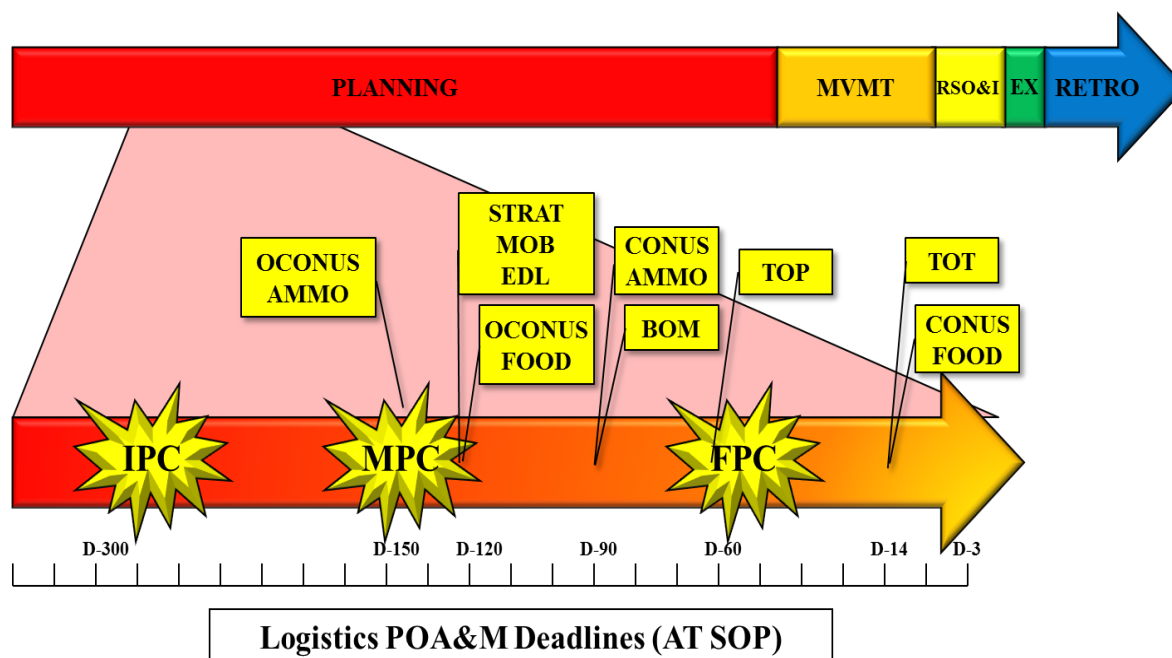
## APPENDIX A

## PLANNING MILESTONES

**MILESTONE ANCHOR DEFINITIONS**

RDD	REQUIRED DELIVERY DATE. THE DATE THE SERVICE OR ITEMS ARE REQUIRED TO SUPPORT THE MISSION.
MVMT	THE DATE THE MOVEMENT OF THE PERSONNEL OR CARGO OCCURS.
END	THE END OF THE ANNUAL TRAINING EVENT.
TRNG	THE FIRST DAY OF TRAINING.
*	AN ASTERISK NEXT TO A TIMELINE DENOTES THAT THE TIMELINE IS CRITICAL TIMELINE. FAILURE TO MEET A CRTICAL TIMELINE WILL REQUIRE THE SUBMITTING UNIT TO ROUTE A LETTER OF JUSTIFICATION PER ENCLOSURE (2). THE LETTER OF JUSTIFICATION MUST BE SIGNED BY THE UNITS' MSC CHIEF OF STAFF AND APPROVED BY THE MARFORRES CHIEF OF STAFF.

# Exercise Planning Timeline



**SUPPLY**

RDD-180 MARINE CORPS COMBAT UTILITY UNIFORM (MCCUU) CLOTHING  
REPLACEMENT/REPLENISHMENT THROUGH KYLOC

RDD-120 CONDUCT INVENTORY AND REQUISITION INDIVIDUAL COMBAT EQUIPMENT  
(ICE) SHORTFALLS FROM MARFORRES GENERAL ACCOUNT (MMM100)

RDD-90 ID REQR PRINCIPLE END ITEMS (PEI), INDIVIDUAL COMBAT  
EQUIPMENT, INDIVIDUAL WEAPONS, AND OPTICS DEFICIENCIES TO  
MARFORRES G-4 OPERATIONS

RDD-90 REQUEST SECREP BLOCK TO MARFORRES G-4 VIA MSC

RDD-90 REQUEST E-SAPI PLATES FOR REQUIRED TRAINING EVENTS

RDD-45 REQUEST UIF/IIF GEAR (COLD WEATHER GEAR, FROG GEAR,  
IMTV)/ADDITIONAL MCCUU TO MARFORRES G-4 SUPPLY VIA MSC

END-30 ID/SCHEDULE TURN-IN OF UIF/IIF GEAR TO MARFORRES G-4 SUPPLY

END+30 TURN IN USED AND UNUSED SECREP PARTS

END+45 COMPLETE SHIPMENT OF UDL BACK TO ORIGIN/HTC'S

**STRATEGIC MOBILITY**

RDD-120 SUBMIT LEVEL IV UDL FOR TRANSPORTATION REQ TO MARFORRES SMO  
VIA MSC

\*RDD-90 SUBMIT SAAM REQUEST TO MARFORRES G-4 SMO VIA MSC

RDD-90 SUBMIT LEVEL VI DATA FOR STRATEGIC LIFT REQR TO MARFORRES SMO  
VIA MSC [NOTE 1]

RDD-45 SUBMIT LOAD PLANS FOR SAAM FLIGHTS TO MARFORRES SMO VIA MSC

RDD-45 IDENTIFY ANY HAZMAT TRANSPORTATION REQR TO MARFORRES SMO VIA  
MSC [NOTE 2]

RDD-30 SUBMIT PALLET, BOX & DEVICE REQR TO MARFORRES SMO VIA MSC

MVMT-0 SUBMIT DEPARTURE REPORT TO MARFORRES G-4 SMO VIA MSC (SUBMIT  
NLT 3 HOURS AFTER DEPARTURE)

MVMT-0 SUBMIT ARRIVAL REPORT TO MARFORRES G-4 SMO VIA MSC (SUBMIT  
UPON ARRIVAL)

NOTE 1: SUBMISSION OF LEVEL VI DATA, DEPENDING ON MODE AND  
SOURCE OF STRATEGIC MOVEMENT, CAN INCLUDE SUBMISSION OF THE  
FOLLOWING:

- 1) EXPORT TRAFFIC RELEASE REQUEST (ETRR) (SEALIFT)
- 2) DD FORM 1750 - PACKING LIST (FOR EACH CONTAINER)
- 3) DD FORM 2781 - CONTAINER PACKING CERTIFICATE
- 4) DD FORM 1384 - TRANSPORTATION CONTROL MOVEMENT  
DOCUMENT (TCMD)

NOTE 2: HAZARDOUS MATERIAL DECLARATIONS WILL BE MADE ON DD FORM  
2890 - DOD MULTIMODAL HAZMAT DECLARATION.

**OPERATIONS**

RDD-180 SUBMIT CONTRACTING REQR TO HOST MARFOR (OCONUS)

RDD-120 SUBMIT BOTTLED WATER REQUEST TO MARFORRES G-4 OPERATIONS  
(OCONUS)

RDD-90 REQUEST FUNDS FOR BOM

RDD-90 SUBMIT MCPP-N EQUIPMENT REQUEST

RDD-90 SUBMIT TEMP LOAN REQUESTS FOR TRACKED VEHICLES

RDD-60 SUBMIT TEMP LOAN REQUESTS FOR EQUIPMENT EXTERNAL TO MSC

RDD-45 SUBMIT MCPP-N CLASS III AND IX REQUEST

RDD-45 SUBMIT 14 QUESTIONS TO MARFORRES G-3/5 VIA MSC FOR  
TRANSPORTATION REQR ISO TPFFD PLANNING



**MAINTENANCE**

MVMT-90 INVENTORY AND CONDUCT LTI ON EQUIPMENT PLANNED FOR THE EXERCISE

TRNG-90 FORECAST POST-EXERCISE MAINTENANCE FUNDING REQUIREMENTS

RDD-90 SUBMIT REQUEST FOR PEB

END+30 CONDUCT POST-EXERCISE LTI AND REQUIRED MAINTENANCE ON EQUIPMENT USED DURING EXERCISE

END+60 DEADLINE TO REQUEST POST-EXERCISE MAINTENANCE FUNDS

**MEDICAL**

TRNG-180 CONDUCT NECESSARY MEDICAL INTELLIGENCE SUPPORT TO EXERCISE AND DEVELOP ANNEX Q

RDD-120 SUBMIT REQ FOR AMAL/ADAL (OCONUS)

RDD-90 SUBMIT FOS FOR CONTROLLED SUBSTANCES TO MARFORRES G-4

RDD-90 ALL NECESSARY CHEMO PROPHYLAXIS ARE ORDERED

RDD-45 SUBMIT MEDICAL BOMS

TRNG-1 COMMENCE ALL NECESSARY CHEMO PROPHYLAXIS

END+28 COMPLETE ALL NECESSARY CHEMO PROPHYLAXIS

**FOOD SERVICE**

TRNG-120 SUBMIT REQ TO OCONUS DINING FACILITY FOR CHOW SUPPORT VIA MARFORRES G-4

\*RDD-120 SUBMIT MRE, UGR AND CONTRACT MEALS REQUEST TO MARFORRES G-4 VIA MSC (OCONUS)

RDD-30 SUBMIT MRE, UGR AND CONTRACT MEALS REQUEST TO MARFORRES G-4 VIA MSC (CONUS)

RDD-15 SUBMIT REQST TO CONUS DINING FACILITY FOR CHOW SUPPORT VIA MARFORRES G-4

END+15 SUBMIT COPIES OF CHOW RECEIPTS TO MARFORRES G-4 FOOD SERVICE OFFICE

**AMMUNITION**

RDD-150 REQ FOR SPECIAL ALLOWANCE AND DCCEP AMMO ISO EXERCISE THRU MSC G3 CHAIN TO MARFORRES G-4 AMMO (OCONUS)

RDD-150 REQ EVENT WAIVER OR SITE APPROVAL FOR FIELD AMMO STORAGE REQ TO HOST COMMAND (OCONUS)

RDD-150 SUBMIT AMMO REQ ISO EXERCISE THRU MSC G3 CHAIN TO MARFORRES G-4 AMMO (OCONUS)

RDD-90 REQ FOR SPECIAL ALLOWANCE AND DCCEP AMMO ISO EXERCISE THRU G3 CHAIN TO MARFORRES G-4 AMMO (CONUS)

RDD-90 REQ EVENT WAIVER OR SITE APPROVAL FOR FIELD AMMO STORAGE REQ TO HOST COMMAND (CONUS)

\*RDD-90 SUBMIT AMMO REQ ISO EXERCISE THRU G-3 CHAIN TO MARFORRES G-4 AMMO (CONUS)

END+3 TURN IN ALL UNEXPENDED AMMUNITION AND RESIDUE AFTER EVENT END

END+5 RECONCILE AMMUNITION REQUESTS IN TAMIS AFTER EVENT END (CONUS)

END+10 COMPLETE EXPENDITURE REPORTS (SERIALIZED ITEMS REQUIRE NVL MSG IF SERIAL #'S NOT TRACKED IN TAMIS)

END+20 RECONCILE AMMUNITION REQUESTS IN TAMIS AFTER EVENT END (OCONUS)

**DISTRIBUTION MANAGEMENT OFFICE (DMO)**

RDD-120 SUBMIT PASSPORT SUPPORT/APPLICATION REQUEST (180 IF VISA IS REQUIRED) TO MARFORRES G-4 DMO (MARFORRESG4TMO@usmc.mil)

RDD-90 SUBMIT CARGO MOVEMENT REQUEST TO MARFORRES G-4 DMO VIA TOT DATABASE FOR ALL SHIPMENTS GOING TO ALASKA OR CARGO MOVEMENT WITHIN ALASKA

RDD-60	SUBMIT CARGO MOVEMENT REQUEST TO MARFORRES G-4 DMO VIA TOT DATABASE (OCONUS)
*RDD-60	SUBMIT LARGE GROUP (21 OR MORE PASSENGERS) TRAVEL REQUEST TO MARFORRES G-4 DMO VIA TOP DATABASE
*RDD-45	SUBMIT SMALL GROUP (20 OR LESS PASSENGERS) TRAVEL REQUEST TO MARFORRES G-4 DMO VIA MROWS (1ST) AND RAVENEL (2ND)
RDD-30	SUBMIT INDIVIDUAL TRAVEL REQUEST VIA MROWS/DTS
RDD-14	SUBMIT CARGO MOVEMENT REQUEST TO MARFORRES G-4 DMO VIA TOT DATABASE (CONUS)
MVMT+3	SUBMIT SIGNED CBL TO MARFORRES G-4 DMO

## APPENDIX B

## LOGISTICS CHECKLIST FOR ANNUAL TRAINING

1. Use the proper chain of command when requesting logistics support. All logistics requests should be submitted via your Higher Headquarters, with approving endorsement from your MSC Headquarters, and forwarded to MARFORRES G-4 Operations. The following checklist is provided to assist units in planning their respective AT.

a. Table of Organization (T/O) Validation. A thorough review of the exercise T/O must be conducted to ensure the right rank/MOS mix of logistics personnel to support the concept of operations and that those personnel have all necessary licenses. It is highly recommended that the lead logistics planner for the event be on active duty status throughout the planning process.

b. Class I Subsistence

- (1) Appoint a Food Service Officer.
- (2) Develop a feed plan, to include a concept of support.
- (3) Calculate rations and MRE requirements, to include advance, main, and rear parties.
- (4) Reserve or plan for mess hall and field mess.
- (5) Calculate the number of cooks and mess men required.
- (6) Establish field mess equipment requirements including Enhanced Field Kitchen (EFK), Tray Ration Heaters (TRHS), reefers, vat cans, generators, tables, chairs, and jugs.
- (7) Plan for sanitation and waste disposal.

c. Class II/III/IV (Bill of Materials/POLs/Engineers Construction Material)

- (1) Appoint a Responsible Officer in writing.
- (2) Forecast requirements for exercise consumables.
- (3) Consider costs for installations other than Marine Corps bases, to include lead-times, availability of items, and costs.
- (4) Develop a POL concept of support, considering fuel farm, credit card, and contract fuel services.
- (5) Develop a concept of support for supply and procurement.
- (6) Develop engineer support plan requirements.
- (7) Budget costs.

d. Class V (W) Ammunition

- (1) Appoint an Ammunition Officer and a Range Safety Officer.
- (2) Determine requirements in support of the concept of operations.
- (3) Consider T/O and T/E weapons.
- (4) Submit ammunition requisitions via Ammunition Allocation Data Base 90 days prior to RDD in CONUS or 150 days prior for OCONUS.
- (5) When units submit ammunition requests, they must verify the range regulations for the ranges that training will be conducted on. The range regulations will dictate if Enhanced-Small Arms Protective Inserts (E-SAPIs) are required. If E-SAPIs are required, the unit will then submit a request 90 days prior to RDD at the same time as the ammunition request.
- (6) Develop a storage, security, and transportation plan.
- (7) Verify licensing of explosives handlers.
- (8) Develop a retrograde and turn-in-plan.
- (9) Submit expenditure reports via Ammunition Allocation Data Base within 10 days of end of exercise (ENDEX).

e. Class VI Personal Demand Items. Address Exchange Services in LOI (laundry, haircuts, etc).

f. Contract Services/Lease Requirements. Determine contract services requirements for billeting, vehicles, port-a-johns, dumpsters, phones, etc.

g. Maintenance Management Requirements

- (1) Assign a Maintenance Management Officer.
- (2) Establish maintenance management procedures prior to AT.
- (3) Conduct constructive organizational level maintenance.
- (4) Ensure sufficient quantity of mechanics and technicians are available for authorized echelon of maintenance.
- (5) Establish combat service support requirements for Class IX support.

h. Transportation Requirements

- (1) Request transportation of personnel for 21 or more passengers (LGT) from MARFORRES G-4 DMO via TEEP TOP Data Base NLT 60 days prior to movement.
- (2) Request transportation of personnel for 2 to 20 passengers (SGT) from MARFORRES G-4 DMO via TEEP TOP Data Base NLT 45 days prior to movement.

(3) Ensure that orders are routed and "Final Authenticated" in MROWS or DTS as soon as possible.

(4) Request funding for TOT from MARFORRES G-4 DMO via TOT Data Base NLT 60 days prior to OCONUS movement and NLT 15 days prior to CONUS movement.

(5) Ensure transportation arrangements and itinerary, as well as approval and appropriation data, have been received.

(6) Identify the personnel and the agency to receipt for gear.

(7) Ensure maximum use of mobile loads.

(8) Ensure equipment is in good working condition.

(9) Mark equipment for easy identification.

(10) Notify receiving unit of shipment.

(11) For OCONUS CJCS exercises, units must submit departure reports NLT 3 hours after departure and arrival reports upon arrival to MARFORRES G-4 SMO via the respective MSC.

(12) Ensure transportation plans account for weapons shipments procedures.

i. Motor Transport/Engineers/Ordnance

(1) Screen all vehicle and equipment operator licenses.

(2) Review authorized ordnance license requirements.

(3) Determine special vehicle license and training requirements.

(4) Review hazardous material handling requirements.

(5) Review material handling requirements.

(6) Anticipate weapons storage needs.

(7) Develop a storage, security and transportation plan.

j. Non-Marine Corps Installations

(1) Determine facilities usage fees.

(2) Determine barracks requirements.

(3) Determine mess hall requirements.

(4) Determine maintenance bays and space requirements.

(5) Determine admin space requirements.

(6) Determine telephone usage fees.

(7) Determine base transportation support available.

- (8) Determine any additional "hidden" surcharges.
- (9) Determine equipment usage fees, availability and support.
- (10) Determine costs, if any, associated with repairs and repair parts.

APPENDIX C

NOTICE OF NON COMPLIANCE

1000  
CMD  
Date

From: Commander, Marine Forces Reserve  
To: Commanding General, Major Subordinate Command  
  
Subj: CHIEF OF STAFF NOTIFICATION OF NON-COMPLIANCE  
  
Ref: (a) ForO 4000.2A

1. Purpose. Per reference (a), this letter of is to notify the MSC Chief of Staff that Unit Name failed to submit a/an Type of Request within the MARFORRES established timeline of ## days.

2. Impact to MARFORRES. As a result of this late request submission, MARFORRES incur excess costs / require MARFORRES to coordinate with external agencies, which will put MARFORRES in an unfavorable position throughout the enterprise.

3. Point of Contact. The point of contact for this matter is Rank First Name, Last Name at email address and phone number.

C. O. STAFF  
Chief of Staff

---

FIRST ENDORSEMENT

From: Commanding General, Major Subordinate Command  
To: Commander, Marine Forces Reserve

1. I hereby acknowledge that Unit Name was in Non-compliance with submitting a/an Type of Request within the MARFORRES established timeline of ## days prior. I understand the impact to MARFORRES as a result of this late submission, and will address the issue internal to the MSC.

C. O. STAFF  
Chief of Staff

## APPENDIX D

## ACRONYMS

ACL	Allowable Cabin Load
A/DACG	Arrival/Departure Airfield Control Group
ADAL	Authorized Dental Allowance List
ADCON	Administrative Control
ADOS	Active Duty for Operational Support
ADSW	Active Duty Special Work
AHA	Ammunition Holding Area
AMAL	Authorized Medical Allowance List
AMC	Air Mobility Command
AMHS	Automated Message Handling System
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ASP	Ammunition Supply Point
AT	Annual Training
BAS	Battalion Aid Station
BCS3	Battle Command Support and Sustainment System
BEA	Budget Execution Account
BOM	Bill of Materials
CBL	Commercial Bill of Laden
CCDR	Combatant Commander
CE	Command Element
CDC	Concept Development Conference
CJCS	Chairman, Joint Chiefs of Staff
CLB	Combat Logistics Battalion
CLC2S	Combat Logistics Command and Control System
CLR	Combat Logistics Regiment
CMA	Center Magazine Area
CSS	Combat Service Support
CTO	Commercial Travel Office
CTS	Commanders' Training System
DEC	Data Element Change
DLA	Defense Logistics Agency
DTS	Defense Travel System
DMO	Distribution Management Office
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DRMO	Defense Reutilization Management Office
EAP	Equipment Allowance Pool
EEAP	Enhanced Equipment Allowance Pool
EDL	Equipment Density List
ENDEX	End of Exercise
ERO	Equipment Repair Order
EROSL	Equipment Repair Order Shopping List
E-SAPI	Enhanced Small Arms Protective Insert
EXSPT	Exercise Support
FA	Funds Administrator
F/AD	Force Activity Designator
FASP	Field Ammunition Supply Point
FDP&E	Force Deployment Planning and Execution
FHG	Force Headquarters Group
FHP	Force Health Protection
FIP	Financial Informational Pointer
FPC	Final Planning Conference
FY	Fiscal Year
GBL	Government Bill of Lading



GCSS-MC	Global Combat Support System - Marine Corps
GFC	Gaining Force Commander
GMED	Garrison Mobile Equipment Division
HAZMAT	Hazardous Materials
HSS	Health Service Support
HTC	Home Training Center
IIF	Individual Issue Facility
ILOC	Intermediate Location
IMA	Individual Mobilization Augmentee
IPC	Initial Planning Conference
ISO	In Support Of
ISSA	Inter Service Support Agreement
ITO	Installation Transportation Office
ITX	Integrated Training Exercise
I-I	Inspector-Instructor
JON	Job Order Number
LCE	Logistics Combat Element
LGT	Large Group Travel
LOA	Letter of Agreement
LOG	Logistics
LOGAIS	Logistics Automated Information System
LOI	Letter of Instruction
LTi	Limited Technical Inspection
MAGTF	Marine Air Ground Task Force
MAW	Marine Aircraft Wing
MCPP-N	Marine Corps Prepositioning Program-Norway
MCGER	Marine Corps Ground Equipment Readiness
MET	Mission Essential Task
MIPR	Military Interdepartmental Purchase Request
MARFORRES	Marine Forces Reserve
MHE	Material Handling Equipment
MILSTRIP	Military Standard Requisitioning & Issue Procedures
MLG	Marine Logistics Group
MLS2	MAGTF Logistics Support Systems
MOS	Military Occupational Specialty
MPC	Mid Planning Conference
MRE	Meals Ready to Eat
MROWS	Marine Reserve Order Writing System
MSC	Major Subordinate Commands
MSE	Major Subordinate Elements
NSN	National Stock Number
OCE	Organization Conducting the Event
OPCON	Operational Control
OSE	Organization Scheduling the Event
PEB	Pre-expended Bin
PEI	Principle End Items
POA&M	Plan of Action & Milestones
POC	Point of Contact
POL	Petroleum Oil & Lubricants
POR	Packaged Operational Rations
PP&P	Preservation Packing & Packaging
PTO	Passenger Travel Office
RDD	Required Delivery Date
RFI	Request For Information
RFID	Radio Frequency Identification
RO	Responsible Officer
ROC	Rehearsal of Concept
RSA	Reserve Support Agreement
RSO&I	Reception Staging Onward movement & Integration

RSOAR	Reserve Subsistence Operational Analysis Report
RSU	Reserve Support Unit
RTC	Reserve Training Center
RUC	Reporting Unit Code
SAAM	Special Assignment Airlift Mission
SABRS	Standard Accounting & Budgeting Reporting System
SAC	Stores Account Code
SASSY	Supported Activity Supply System
SDDC	Surface Deployment and Distribution Command
SECREP	Secondary Repairable
SIC	Special Interest Code
SGT	Small Group Travel
SJA	Staff Judge Advocate
SMCR	Selected Marine Corps Reserve
SMO	Strategic Mobility Office
SMU	Supply Management Unit
SOP	Standing Operating Procedures
STAP	Special Training Allowance Pool
T/A	Training Allowance
T/E	Table of Equipment
T/O	Table of Organization
TAC	Transportation Accounting Code
TALCE	Tanker Airlift Control Element
TAMIS	Total Ammunition Management Information System
TCN	Transportation Control Number
TCPT	Transportation Capacity Planning Tool
TEEP	Training Exercise & Employment Plan
TEMP LOAN	Temporary Loan
TMO	Transportation Management Office
TOP	Transportation of Personnel
TOT	Transportation of Things
TPFDD	Time Phased Force Deployment Data
TPS	Transportation Protective Service
TTECG	Tactical Training Exercise Control Group
UDL	Unit Deployment List
UDP	Unit Deployment Program
UGR	Unitized Group Ration
UIF	Unit Issue Facility
ULN	Unit Line Number
USTRANSCOM	US Transportation Command
UTC	Unit Travel Card